

Mirra Manual



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The following instructions pertain to the risk of fire, electric shock, or bodily injury. Please read all of these instructions carefully.

1. Save these instructions for later use.
2. Follow all the instructions and warnings marked on this product or included in this manual.
3. Do not place Mirra on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
4. Keep away from excessive heat or moisture. Inadequate ventilation may cause internal component failure. Do not use your product near water.
5. Never push objects of any kind into the product through the cabinet openings. Objects may touch dangerous voltage points or short out parts that could result in a fire or electrical shock. Never spill liquid of any kind on the product. Unplug the product from the main power outlet if exposed to liquids, rain, or water.
6. Connect your product only to an AC power source as indicated on the product's information label. If you're not sure of the type of AC power available, consult your local power company.
 - a. CAUTION: TO PREVENT ELECTRIC SHOCK, FULLY INSERT PLUG INTO GROUNDED AC OUTLET. DO NOT USE A PLUG WITH A RECEPTACLE OR OTHER OUTLET UNLESS THE BLADES CAN BE FULLY INSERTED TO PREVENT BLADE EXPOSURE.
 - b. PROTECT POWER CORDS FROM BEING WALKED ON, ROLLED OVER, CRIMPED, BENT, OR PINCHED, PARTICULARLY AT PLUGS, CONVENIENCE RECEPTACLES, AND THE POINT AT WHICH THEY CONNECT TO THE SERVER.
7. Turn off and unplug your product from the main electrical power outlet before cleaning. Use a damp cloth for cleaning. Do not use liquid cleaners or aerosol cleaners. Aerosol cleaners may be harmful to the environment

Do not attempt to open your Mirra Personal Servers. Only Mirra, Inc. can safely repair your Mirra. Opening the Mirra or attempting to modify it will subject you to a risk of electrical shock and voids your warranty. Go to <http://support.mirra.com> for service.

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Part Number **898-0014 Rev B**

Mirra Manual

1. Introduction

This manual provides information about how to set up your Mirra Personal Server and install, set up, and use the Mirra PC software.

Your shipping container should include the following components:

- Mirra Personal Server
- AC power cable
- Ethernet cable
- Mirra PC software CD (contains this electronic *Mirra Manual*)
- Mirra license key sticker (affixed to the Mirra PC software CD sleeve)
- *Mirra Quick Start Guide*
- *Mirra User Guide* (formerly entitled *The 30 Minute Guide to Using Mirra*)
- *ReadMe* document
- *How to Contact Support* card

1.1 System Requirements

The Mirra software can be installed on IBM-PC compatible computers that meet these minimum system requirements:

- Pentium III 450 MHz processor
- 256 MB of RAM
- 50 MB of free disk space
- Ethernet network support and CD-ROM drive
- Windows XP Home, Windows XP Professional, Windows 2000, Windows 2000 Server, or Windows 2003 Server
- Broadband always-on Internet connection (such as DSL or cable)

1.2 Network Requirements

Your Mirra Personal Server must be connected to a router or hub with an open Ethernet port. If you have only one computer and connect to the Internet with a broadband modem, you must install a router or a hub so that your Personal Server and your computer can share the same Internet connection. If you have a different configuration, see **Section 2.1.1, Setting Up a Single Computer** or **2.1.2, Setting Up Multiple Computers**, for further details on connecting your Personal Server to your computer.

***Note:** If you have a wide area network (WAN) that uses a router to bridge different subnets, you can use your Personal Server only with computers connected to the same subnet.*

1.3 Specifications

Table 1: Mirra Specifications

Models:	Mirra M-80, M-120, and M-250
Power Requirements:	115 volts or 230 volts (selectable)
Dimensions:	12" H by 5.5" W by 10" D
Weight:	15 lbs/6.9 kilograms
Ethernet Specification:	10baseT/100baseT

2. Connecting the Components

To set up your Mirra Personal Server, place it close to both your router or hub and an AC power source so that you can connect using the provided Ethernet and power cables.

2.1 Connecting your Mirra to your Computer

The Mirra Personal Server can be used with one computer or with multiple computers.

2.1.1 Setting Up a Single Computer

You must use a router or a hub to share your broadband modem with your computer and your Personal Server.

***Note:** We strongly recommend that you use a router rather than a hub because using a router greatly increases the security of your network.*

Use the Ethernet cable included in your shipping carton to connect your Personal Server to the router or hub. You may need to purchase additional cables to connect your computer and your broadband modem to the router. Once connected in this way, your setup should resemble the setup shown in Figure 1:

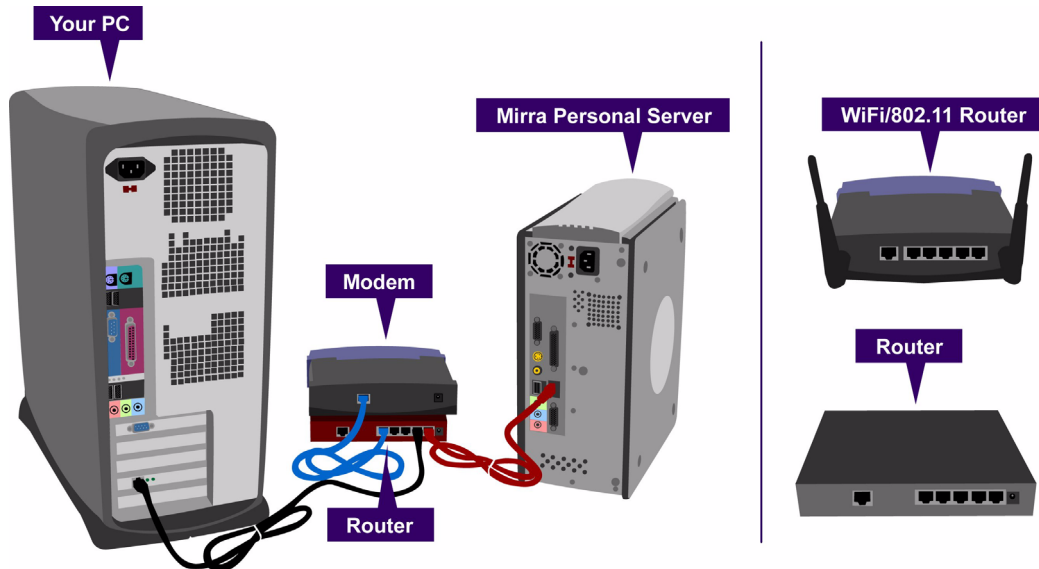


Figure 1 *Connecting your Personal Server with a Single Computer*

In Figure 1, your Personal Server is connected to a router which is, in turn, connected to a broadband modem and to the computer. Some broadband modems and wireless access points include a router, so your setup might look different.

2.1.2 Setting Up Multiple Computers

If you already have multiple computers sharing a broadband Internet connection, you probably already have a router. Check for an available Ethernet port and use the provided Ethernet cable to connect your Personal Server to the router as shown in Figure 2:

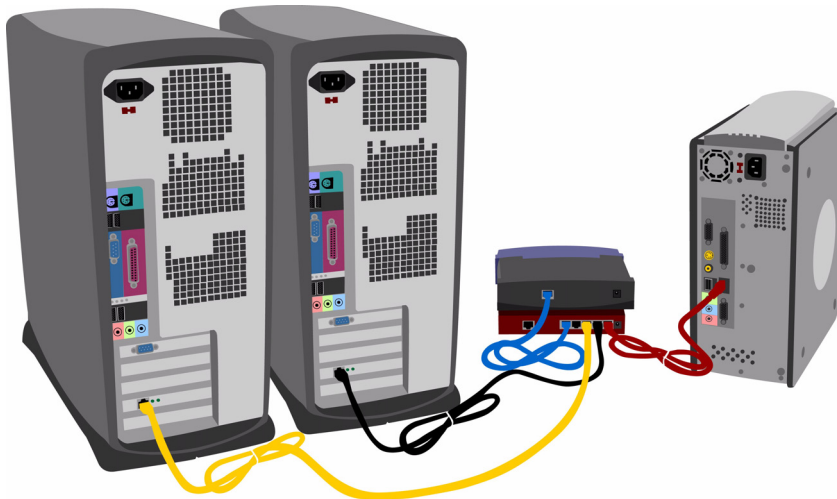


Figure 2 *Connecting your Personal Server with Multiple Computers*

Your configuration might look different than the one pictured in Figure 2. Connect your Personal Server to your router in the same way you connect other computers.

2.2 Connecting your Personal Server to a Power Source

2.2.1 Selecting the Power Setting

Your Personal Server's default power setting is 115 volts AC power, the typical voltage for homes in the United States. If you have 230 volts AC power, use the red Voltage Select switch

on the rear panel next to the power cord plug, as shown in Figure 3, to change the power setting before connecting the power cable to a power source.

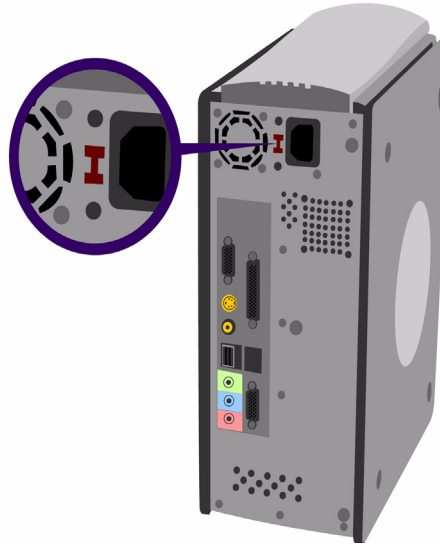


Figure 3 Voltage Select Switch

Note: If you're not sure which voltage power source you have, contact your local power provider.

2.2.2 Powering Up the Mirra Personal Server

To connect your Mirra Personal Server to a power source,

- Step 1:** Plug the appropriate end of the provided power cable into the power slot on the rear of your Personal Server. Make sure it is firmly and completely seated.

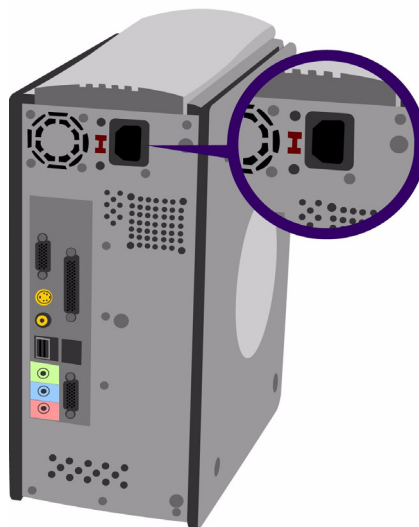


Figure 4 Mirra Power Plug Outlet

Step 2: Connect the other end of the power cable to an AC power source.

Step 3: On the front of the Personal Server, press the power button, shown in Figure 5:

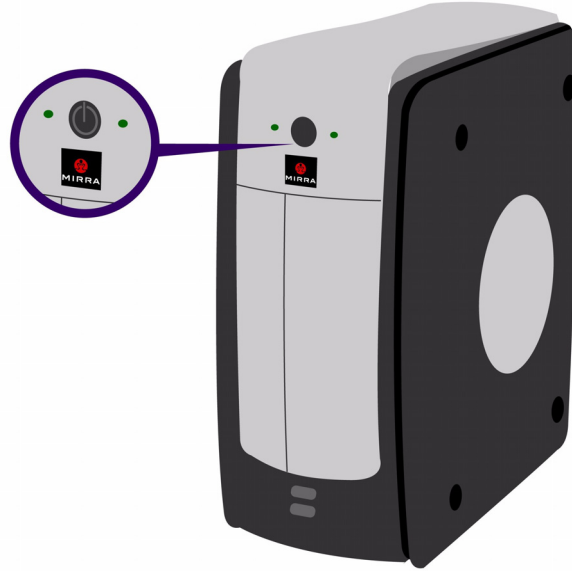


Figure 5 Mirra Power Button

- The green light to the right of the power button shines steadily.
- The amber light to the left of the power button starts blinking after a few seconds.

When the amber light shines steadily and a startup tone sounds, you have successfully installed your Personal Server. (If the amber status light shuts off, check the Mirra web site for help at <http://support.mirra.com>.)

3. Setting Up your Mirra Personal Server

3.1 Installing the Mirra PC Software

You must install the Mirra PC software on each Windows XP or 2000 PC, Windows 2000 Server, or Windows 2003 Server in your network that you want to connect to your Personal Server.

Note: You must have Administrator privileges on your computer to install the Mirra software. However, Administrator privileges are not required to run the Mirra application. This does not affect most users since the Windows 2000 and XP operating systems automatically set up personal accounts with Administrator privileges. It might be an issue only in an office setting.

To install the software,

Step 1: Insert the Mirra CD in the computer's CD-ROM drive.

The InstallShield Wizard **Welcome** screen opens:

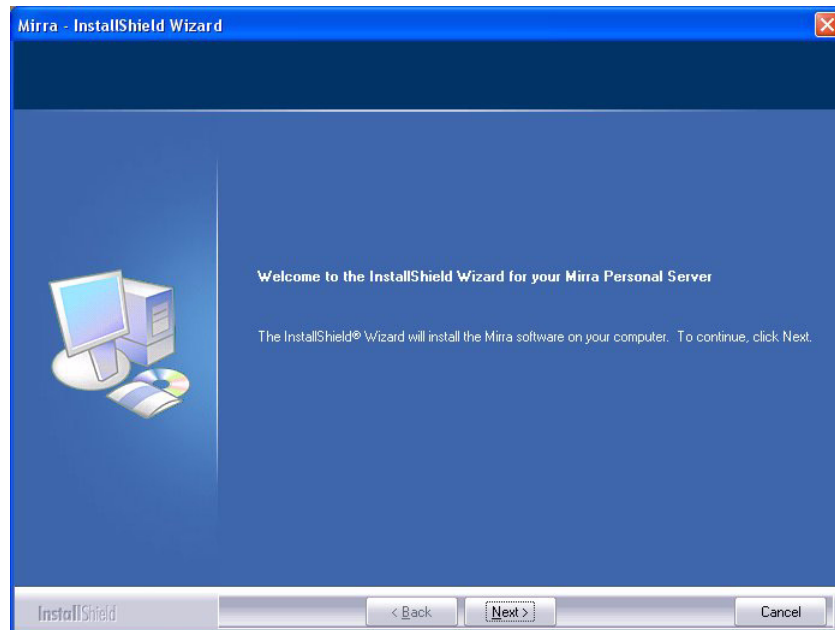


Figure 6 *InstallShield Wizard Welcome*

Step 2: Click **Next**.

The **Mirra License Agreement** opens:

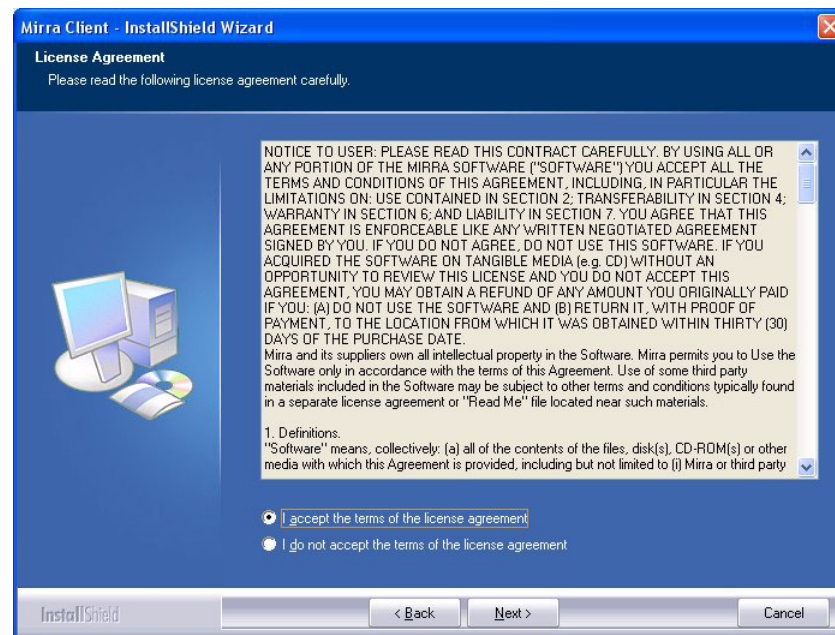


Figure 7 *Mirra License Agreement*

Step 3: If you agree, select **I accept the terms of the license agreement** and click **Next**.

The installer now searches for Microsoft™ .NET Framework 1.1 software and installs it if it is not already present on your computer.

***Note:** Although the Mirra software requires only about 12 MB of disk space, the .NET software can require as much as 23 MB.*

Once the Microsoft™ .NET Framework 1.1 software has, if necessary, been installed, the **Disk Space Requirements** screen shows you how much space is available on each of your disk drives and how much space the Mirra software requires:

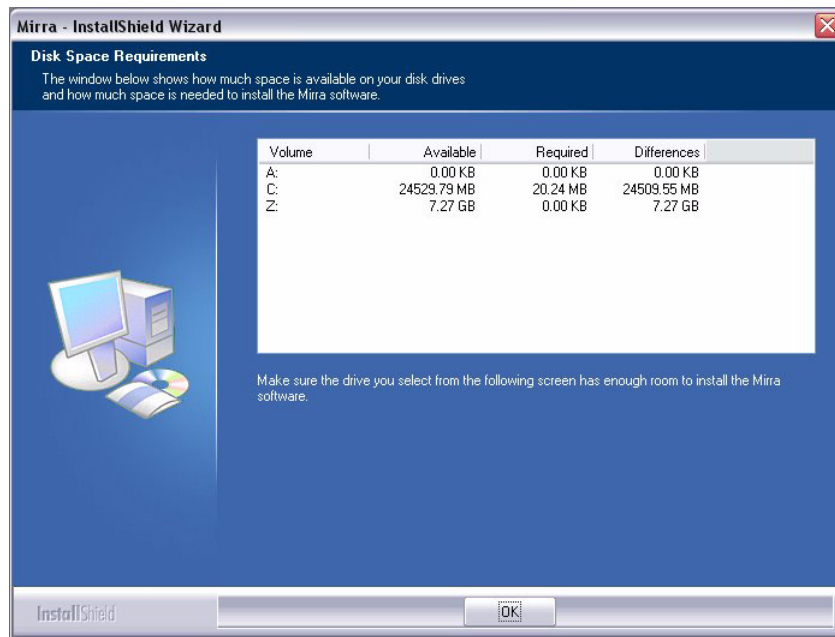


Figure 8 Disk Space Requirements

Step 4: Review the information provided.

If you need to change the destination drive or remove files to make room, you can do so on the following screen.

Step 5: Click **OK**.

The **Choose Destination Location** screen asks you to identify the folder on your computer in which to place the Mirra software:

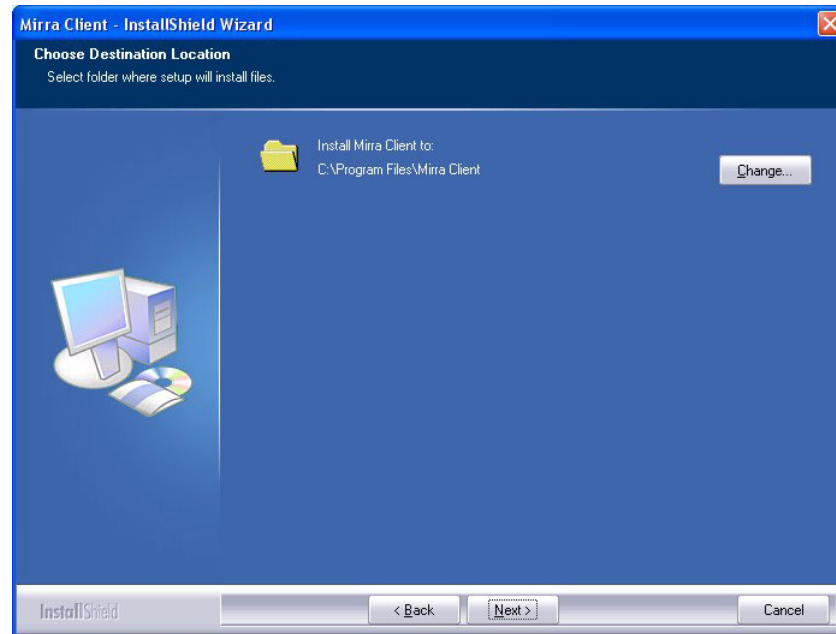


Figure 9 Choose Destination Location

Step 6: Accept the default destination folder or click **Change** to select a different destination folder.

If you click **Change**, a **Choose Folder** window opens:

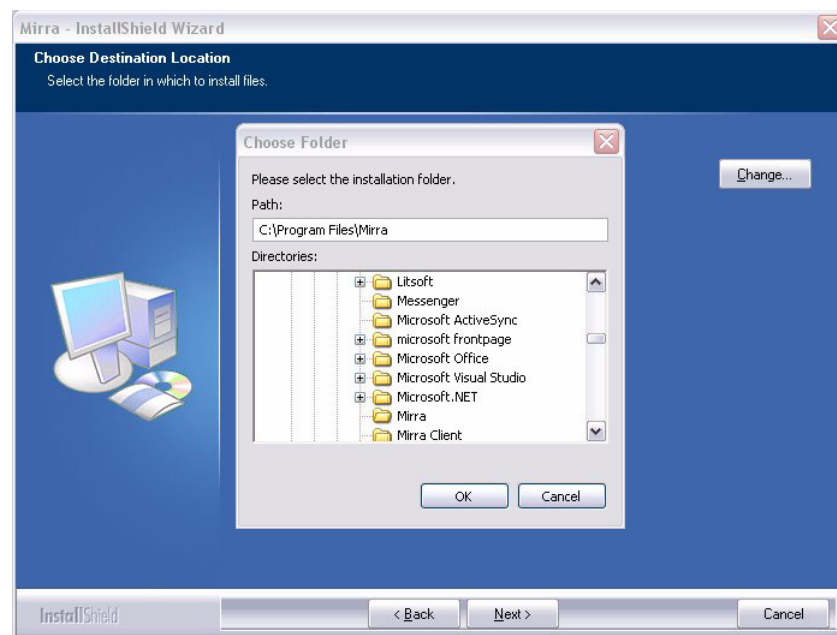


Figure 10 Change Destination Folder

Step 7: Select a new folder and click **OK**.

The **Choose Destination Location** screen now displays the folder you selected.

Step 8: Click **Next**.

The **Ready to Install** screen displays the folder in which your Mirra software will be installed:

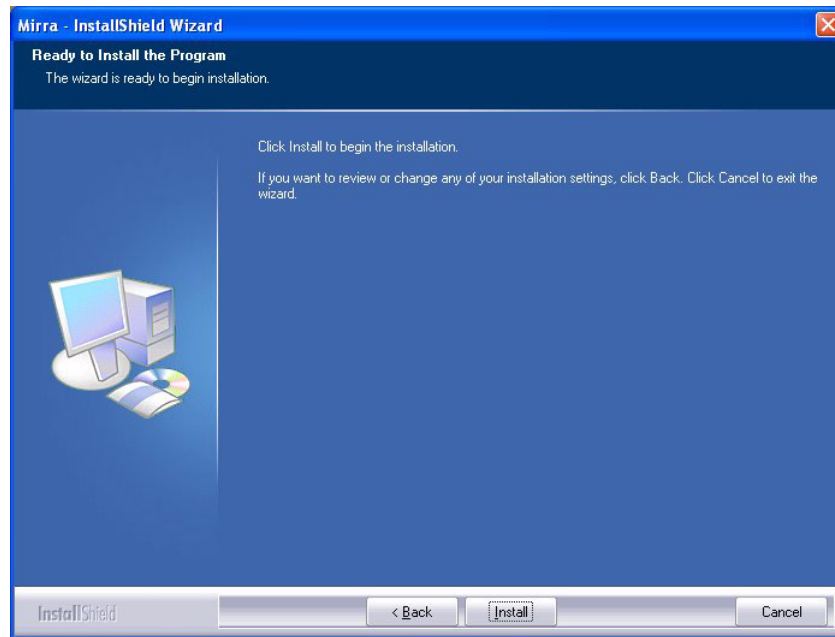


Figure 11 *Ready to Install*

Step 9: If you want to review or change any previous settings, click **Back** and make your changes. When you're satisfied with your settings, click **Install** to begin the installation.

The **Setup Status** screen keeps you informed of the progress of the installation:

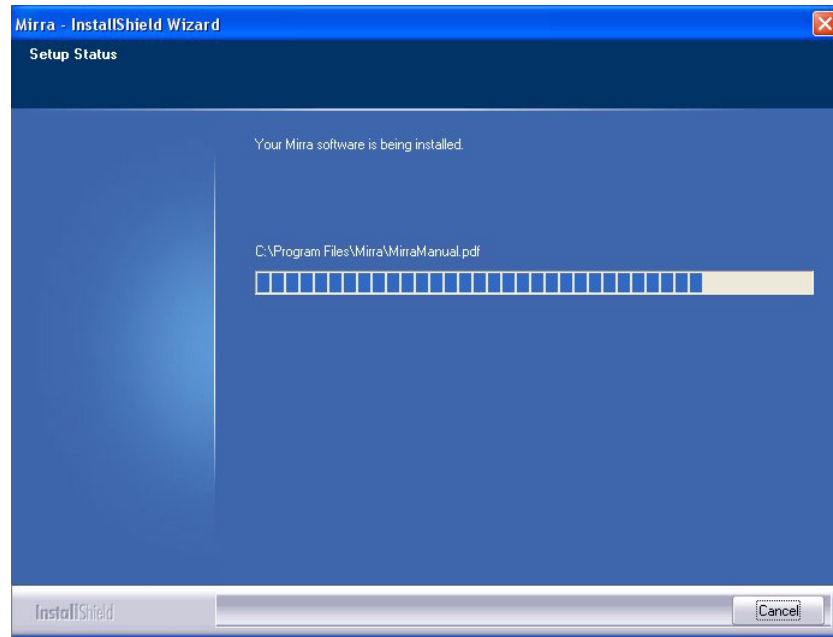


Figure 12 Setup Status

During the installation, you're asked if you want a Mirra shortcut on your desktop:



Figure 13 Create Desktop Shortcut

***Note:** Once your Mirra installation is complete, a Mirra icon automatically appears in your System Tray. However, many people like to use a larger desktop Mirra icon to open the Mirra software.*

Step 10: Choose whether you want a Mirra shortcut on your desktop.

If you select **Yes**, a Mirra icon appears on your desktop:



Next you're asked if you want a Mirra shortcut on your startup menu:



Figure 14 Create Startup Menu Shortcut

Step 11: Choose whether you want a Mirra shortcut on your startup menu.

If you select **Yes**, a Mirra icon appears on your startup menu:



Figure 15 Startup Menu Mirra Shortcut

When the Mirra software has been fully installed, the **Installation Wizard Complete** screen ask whether you want to restart your computer now:

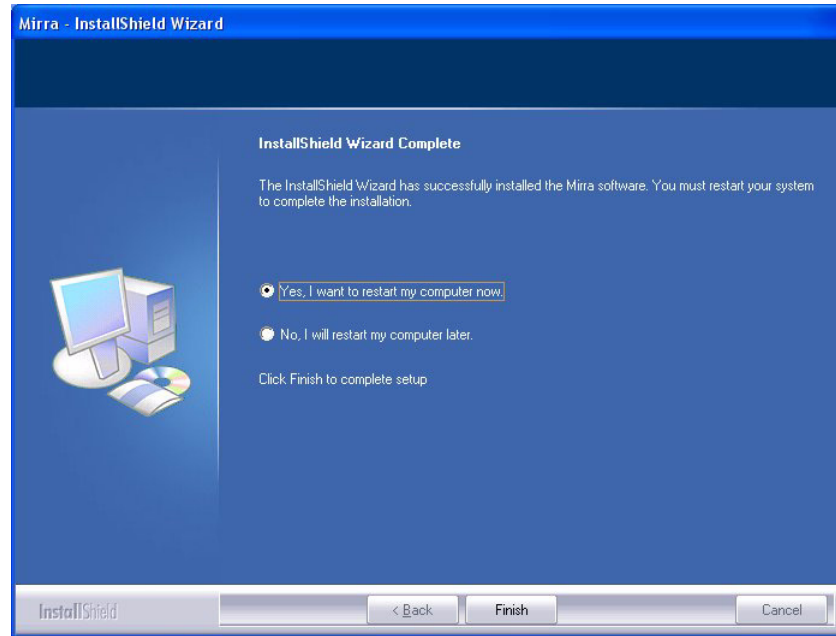


Figure 16 Installation Wizard Complete

Before you can use the Mirra program, you must restart your computer.

Step 12: Choose whether to restart your computer now or later and click **Finish**.

When your computer restarts, a Mirra icon appears in your System Tray.



3.2 Configuring your Firewall

Most firewalls detect the Mirra Personal Server during installation and prompt you for permission to open the appropriate ports. If your firewall must be configured manually, you must open port UDP 19430 in order for your PC to communicate with your Personal Server. Refer to the Mirra Support Center at <http://support.mirra.com> for additional information.

3.2.1 XP Firewall (Internet Connection Firewall)

If the Mirra software detects the presence of an XP firewall, also known as an Internet Connection Firewall (ICF), it displays a message on the **Status** screen asking if you want it to adjust the firewall settings to accommodate the Mirra Personal Server:

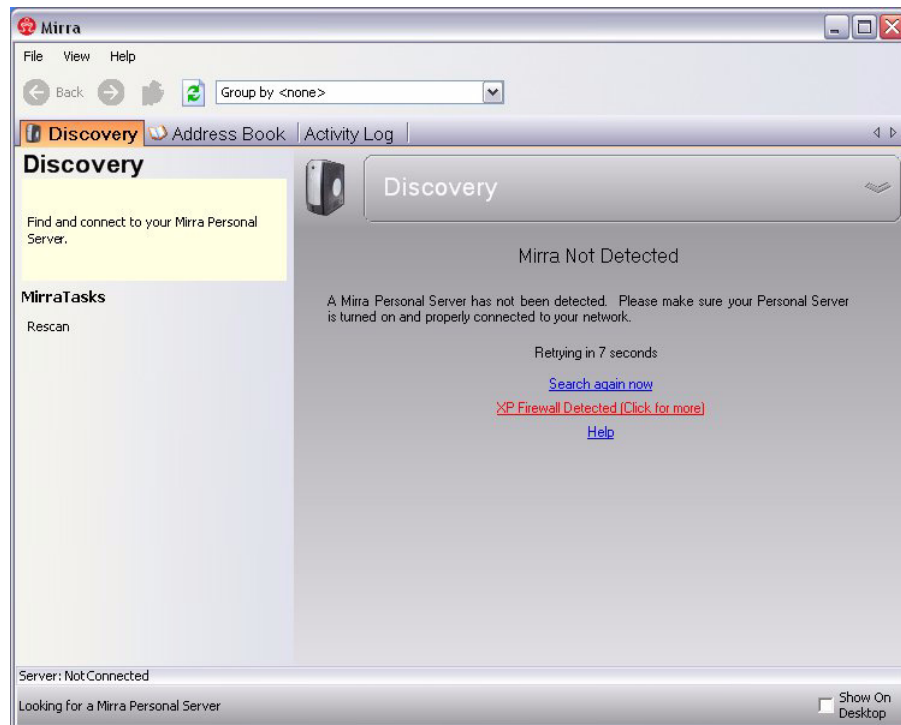


Figure 17 Windows XP Firewall Message

If you want the Mirra software to adjust your firewall settings,

Step 1: Click the **XP Firewall Detected** link.

The **XP Firewall Detected** window opens:



Figure 18 XP Firewall Detected Window

Step 2: Click **Yes, please adjust my XP firewall settings**.

The **Internet Sharing Configuration** window opens (if you have not previously requested that the window not be shown again):

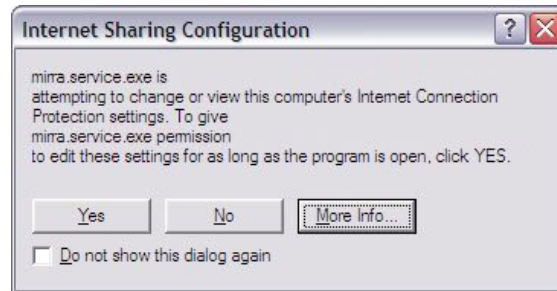


Figure 19 *Internet Sharing Configuration Window*

Step 3: Click **Yes**.

The Mirra software makes the appropriate adjustments to your XP firewall settings.

3.2.2 ZoneAlarm Firewall

ZoneAlarm may detect your Mirra Personal Server during the discovery phase of the Mirra software installation. If it does not, and if the Mirra software cannot detect your Personal

Server but detects the presence of a ZoneAlarm firewall, a message on the **Status** screen provides a link to a special FAQ entry on the Mirra web site.

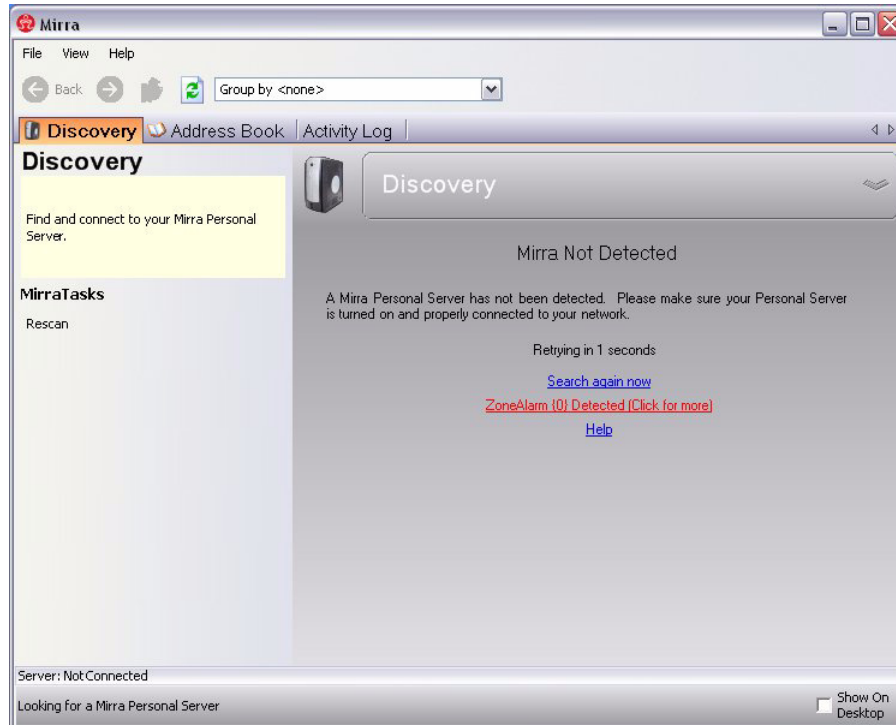


Figure 20 ZoneAlarm Firewall Message

When you click the **ZoneAlarm Detected** link, the FAQ entry to which you are directed at <http://www.mirra.com/support/help.html#ZoneAlarm> provides detailed instructions on how to configure ZoneAlarm to handle the Mirra Personal Server.

3.3 Setting Up the Mirra PC Software

3.3.1 Mirra Discovery Process

When your computer restarts, the Mirra **License Key** screen is displayed:

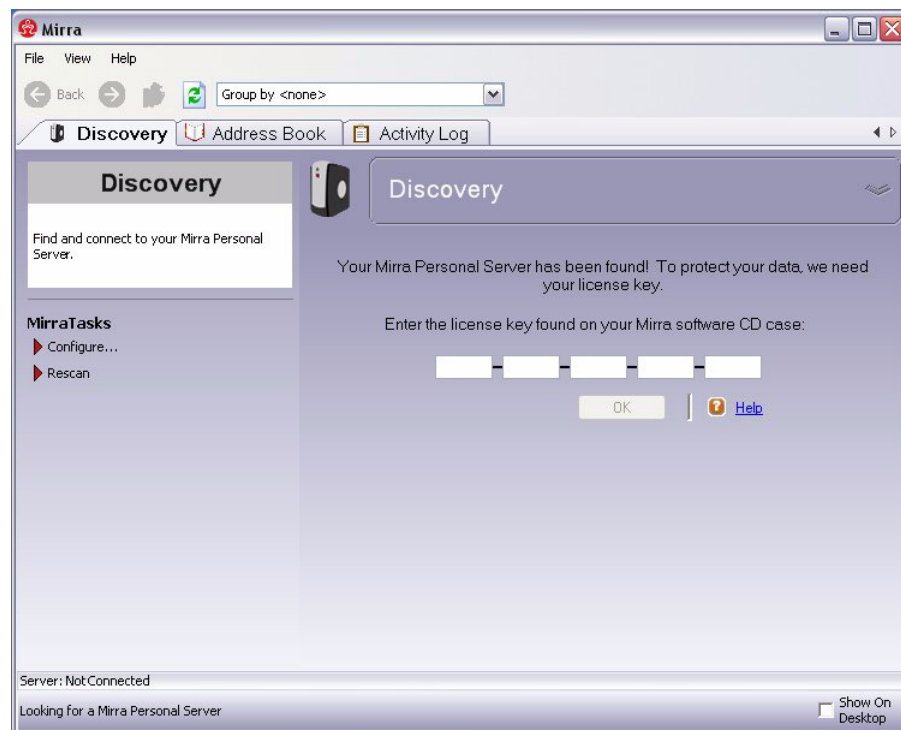


Figure 21 License Key Screen

Before you can use your Personal Server, you must enter your license key, located on a sticker on the sleeve containing your Mirra PC software CD. Entering a license key insures that only authorized Mirra Personal Servers are added to the Mirra network and that only authorized PCs in your network have access to your Personal Server.

If multiple computers are connected to your Personal Server, you must enter your license key on each computer. Since the license key is associated with the Personal Server and not with a specific computer, you use the same license key for all your computers.

To license your Personal Server,

- Step 1:** Enter the license key (provided on the jacket containing your Mirra PC software CD).
- Step 2:** Click **OK**.

Note: It may take a few minutes for your license key to be verified. When it has been verified, you receive an alert in the **Alerts** window on the **Status** screen and a popup notification in the System Tray (if popups are enabled on your computer):



Figure 22 License Key Verified

The **Mirra Connecting** screen opens:

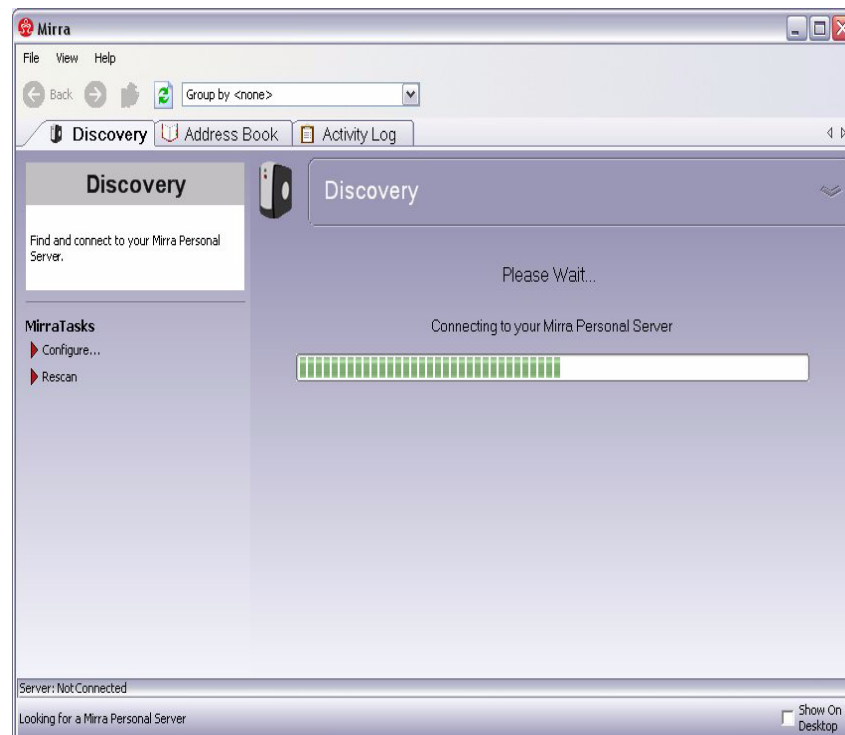


Figure 23 Mirra Connecting Screen

3.3.2 Mirra Setup Wizard

When your Personal Server has connected, the **Status** screen and the Mirra Setup Wizard **Welcome** window both open:

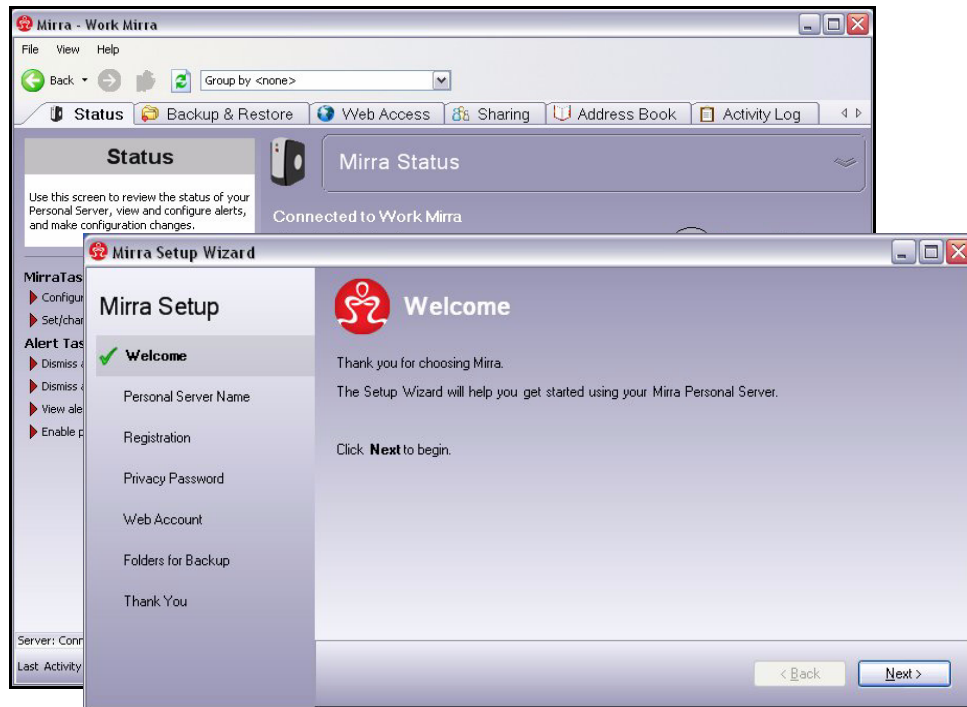


Figure 24 Welcome

Step 1: Click **Next**.

The **Name Your Personal Server** window allows you the option of naming your Mirra:



Figure 25 Name your Personal Server

***Note:** Clicking the **More Info** button on any Setup Wizard window gives you additional information pertinent to that window.*

Step 2: Give your Personal Server a distinctive name or accept the default name, **Mirra Personal Server**, and click **Next**.

The **Registration** window offers a direct link to the **Mirra Product Registration** page:

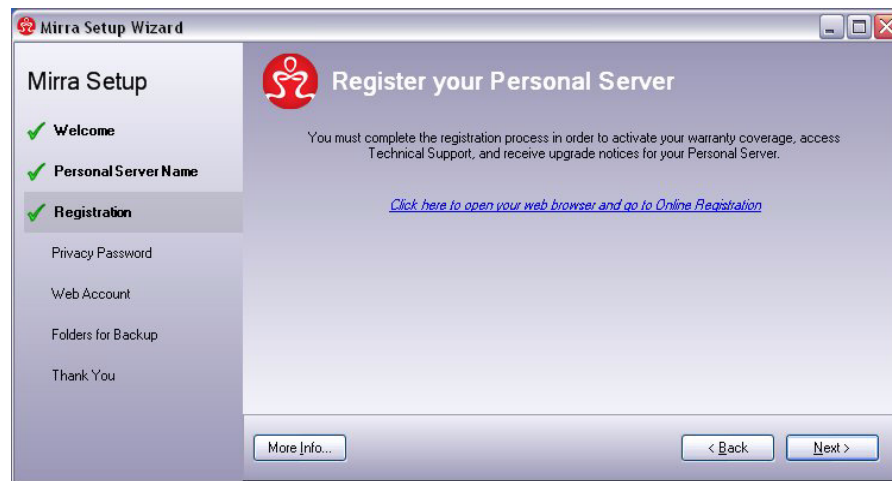


Figure 26 Registration

***Note:** While registering your Personal Server is not required, you must complete the registration process to activate your warranty coverage and access Technical Support. In addition, it allows us to keep you informed of new software updates and features.*

Step 3: To register now, click the link in the window to go directly to the **Mirra Product Registration** page at <http://www.mirra.com/register/index.html>:

Figure 27 Mirra Web Site Registration Page

Step 4: When you've completed the registration process, return to the Setup Wizard window on your desktop and click **Next**.

The **Privacy Password** window offers the option of password protection for your folders:

Figure 28 Privacy Password

You need a password if you want to restrict access to your backups by others on your local network. If you don't set a password, any Mirra user on your local network can access and work with your backed up folders. Once you set a password, you can then allow selected people on your local network to access shared folders by giving them permission when you set up a Folder Share (see **Section 6.3.4, Setting Folder Permissions**).

A password applies to all your folders; you cannot assign it to some folders and not to others. You can set a password now or do it later from the **Status** screen.

If you set a password, you won't need to enter it to open your own folders on your own computer. But you will have to enter it if you want to access a backed up folder from a different computer than the one on which you created the password.

Caution: *Mirra cannot recover your Privacy Password for you. If you do not remember your Privacy Password, you will not be able to restore folders from your Personal Server to a computer.*

Step 5: If you wish, enter and confirm a password and click **Next**.

Note: *The **Next** button is disabled if your two password entries do not match one another.*

The **Create a Mirra Web Account** window helps you create a free Mirra web account:



Figure 29 *Create a Mirra Web Account*

Note: *While you are able to use Mirra's Backup and Restore feature without creating a Mirra web account, you must create a web account in order to use the Web Access and Folder Sharing features.*

Step 6: If you have previously created a Mirra web account, enter the email address you used to create that account.

If you are creating a new account, enter the email address you want to associate with this Personal Server. After you finish the Setup Wizard, you'll complete the creation of your web account.

*Note: The **Next** button is disabled if you enter an invalid email address.*

Step 7: Click **Next**.

The **Folders Recommended for Backup** window allows you to select some basic folders for backup:

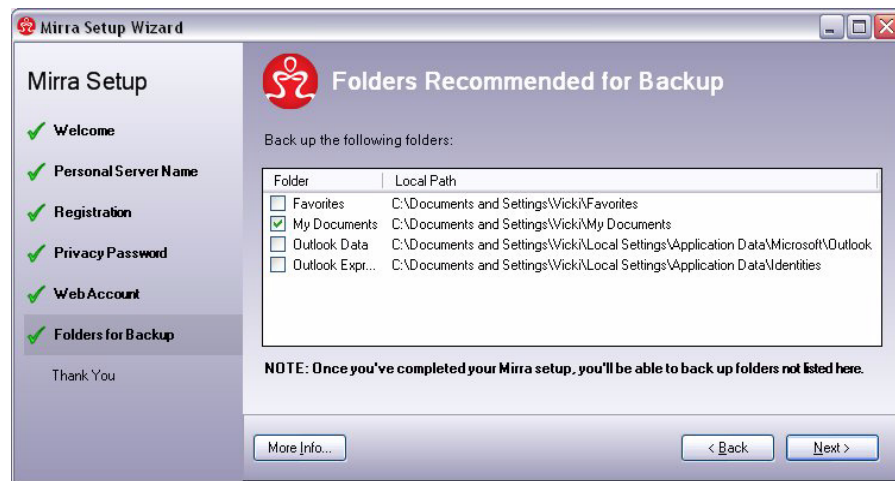


Figure 30 Select Folders for Backup

Step 8: Select the folders you want to back up to your Personal Server and click **Next**.

*Note: The folders listed in the **Folders Recommended for Backup** window are those most frequently selected for backup. Once you've completed your setup, you'll be able to back up other folders not listed in this window.*

The **Thank You** window indicates that you've completed the setup process:

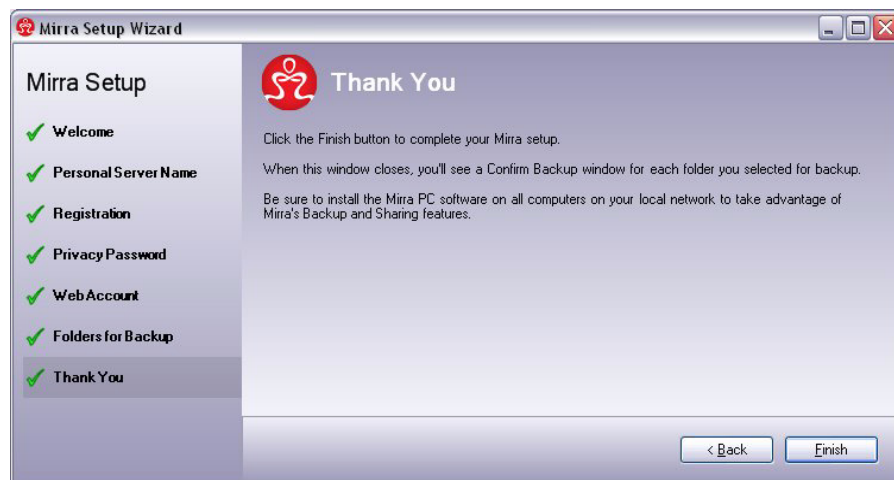


Figure 31 Thank You

Step 9: Click **Finish** to save your entries and complete your setup.

A **Confirm Backup** window opens for each folder you selected for backup in the **Folders Recommended for Backup** window in the Setup Wizard:

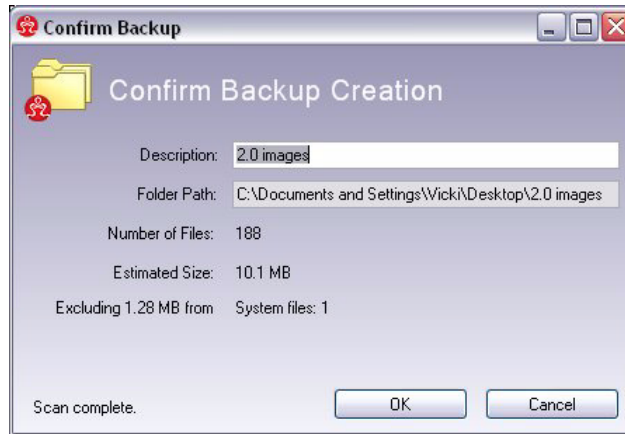


Figure 32 Confirm Backup Window

Step 10: Click **OK** to verify that you want to add each folder to your backups.

3.3.3 Creating a New Web Account

If you had already created a Mirra web account before installing the Mirra 2.0 software, your account will be confirmed within a few minutes. If you are creating a new Mirra web account, you must complete the process on the Mirra web site.

Note: You must receive your license key verification before you can create a Mirra web account.

Step 1: Check the email account associated with the email address you used to create your Mirra web account. Usually within a few minutes (although it might take a little longer), you receive a message resembling the message shown in Figure 33 with a link to the Mirra web site:

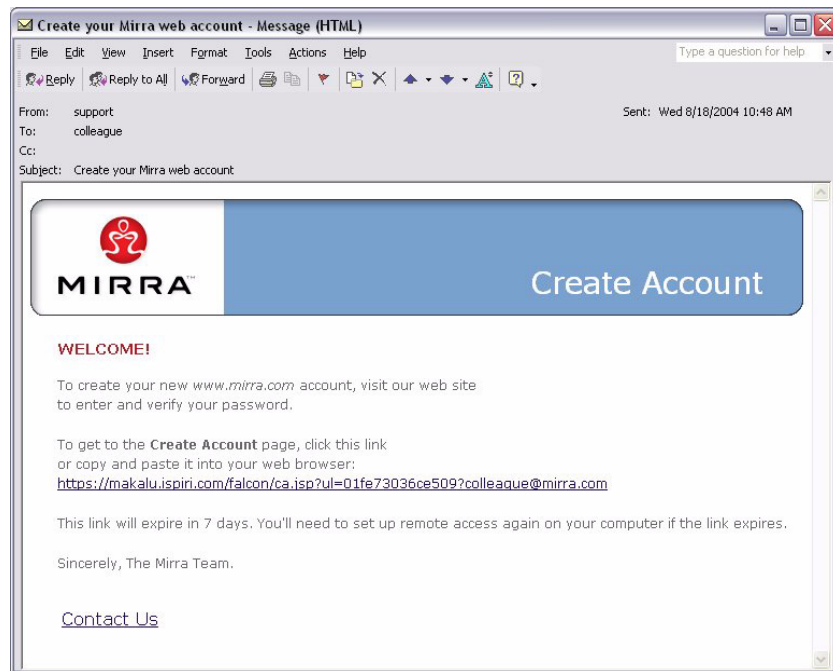


Figure 33 Create Your Mirra Account Email

Note: If you do not receive an email, check your Spam folder to be sure your Mirra email has not mistakenly been identified as spam. If the email is not there, contact Mirra Technical Support at <http://support.mirra.com>.

Step 2: Click the link in the email.

You are taken directly to the **Create Account** page on the Mirra web site, where your email address is already entered:

MIRRA
PRODUCT | SOLUTIONS | SUPPORT | ABOUT US | BUY NOW | [SECURE SIGN IN](#)

Create Account

Enter a name and password to create your account.

Email: friend@mirra.com

Name:

New Password:

Re-enter Password:

[Create Account](#)

New to the Mirra web service?

The Mirra web service is free for viewing and downloading shared files from a friend's or business associate's Mirra Personal Server and for remotely accessing files from your own Mirra Personal Server. [» Learn More](#)

[» How to create a Mirra account](#)

Maintenance on Wednesdays from 5 p.m. to 7 p.m. PST

[Privacy](#) | [Terms of Use](#) | [Site Map](#) | [Contact Us](#) | [Become a Mirra Partner](#) | [Top](#) ^

Figure 34 Create Web Account Page

Step 3: Enter a name and enter and confirm a password of your choosing.

Step 4: Click **Create Account**.

The **Thank You** page opens:

MIRRA
PRODUCT | SOLUTIONS | SUPPORT | ABOUT US | BUY NOW | [SECURE SIGN IN](#)

Thank you for setting up a Mirra web account!

With your Mirra web account, you can remotely access your files and easily share files with other people.

To enable remote access, open the Mirra software on your computer, go to the **Web Access** screen, and select the desired folders for web access.

To share with other people, open the Mirra software on your computer and select **New Share...** from the **Sharing** screen.

For a more in-depth tutorial on the Remote Access and Sharing features, [click here](#).

New to the Mirra web service?

The Mirra web service is free for viewing and downloading shared files from a friend's or business associate's Mirra Personal Server and for remotely accessing files from your own Mirra Personal Server. [» Learn More](#)

[» How to create a Mirra account](#)

Maintenance on Wednesdays from 5 p.m. to 7 p.m. PST

[Privacy](#) | [Terms of Use](#) | [Site Map](#) | [Contact Us](#) | [Become a Mirra Partner](#) | [Top](#) ^

Figure 35 Thank You

Step 5: Return to the **Status** screen on your desktop.

Once your web account has been authenticated, the **Web Access Enabled** window confirms that you can now access backed up folders remotely and offers you the option of automatically or manually enabling backed up folders for web access:



Figure 36 *Web Access Enabled Window*

Step 6: Select auto-enable or manual enable for backed up folders and click **OK**.

3.4 Managing your Mirra Personal Server

3.4.1 Using the Mirra Icons

Mirra icons appear on your desktop (if you selected that option during the software installation) and in your System Tray. You can double-click either icon to open the Mirra application. Icons are also stamped on backed up folders.

— System Tray Icon

The System Tray icon indicates that your Personal Server is working, even when the Mirra application is closed on your desktop, by pulsing when it is backing up folders and by displaying popup messages from the Personal Server.

The icon need not be visible in your System Tray at all in order for your Personal Server to function. Your Mirra continues to back up your selected files even if you exit from the application and the System Tray icon disappears. However, we recommend that you close the Mirra application screen on your desktop when you're not using it, but that you *not* exit from the application so that the Mirra icon will remain visible in the System Tray for two reasons:

1. When the Mirra icon is not visible in your System Tray, you're unable to tell if the Mirra service stops working for some reason. If the System Tray icon turns from its customary

red to gray, your service has stopped working and your folders are no longer being backed up. (If this happens, contact Technical Support at <http://support.mirra.com>.)

2. If the Mirra icon is not visible in your System Tray, popup messages do not appear and Mirra is unable to notify you of a problem. (However, the messages are stored and displayed in the **Alerts** field on the **Status** screen the next time you open the application.)

— File and Folder Icons

In addition to the icons on your desktop and in your System Tray, a Mirra icon is stamped in the lower left corner of most backed up files and folders (although some special Windows folders may not display the icon). These icons appear only when your computer is connected to your Personal Server. If you use a laptop and disconnect it from your network, the icons disappear. However, all backed up files and folders remain on your Mirra. If the Mirra icons on your backed up folders suddenly disappear, this indicates that the Mirra service has stopped.



3.4.2 Turning Off the File and Folder Icons

By default, the Mirra icon is displayed on backed up files and folders. You have the option of turning off these icons if you wish:

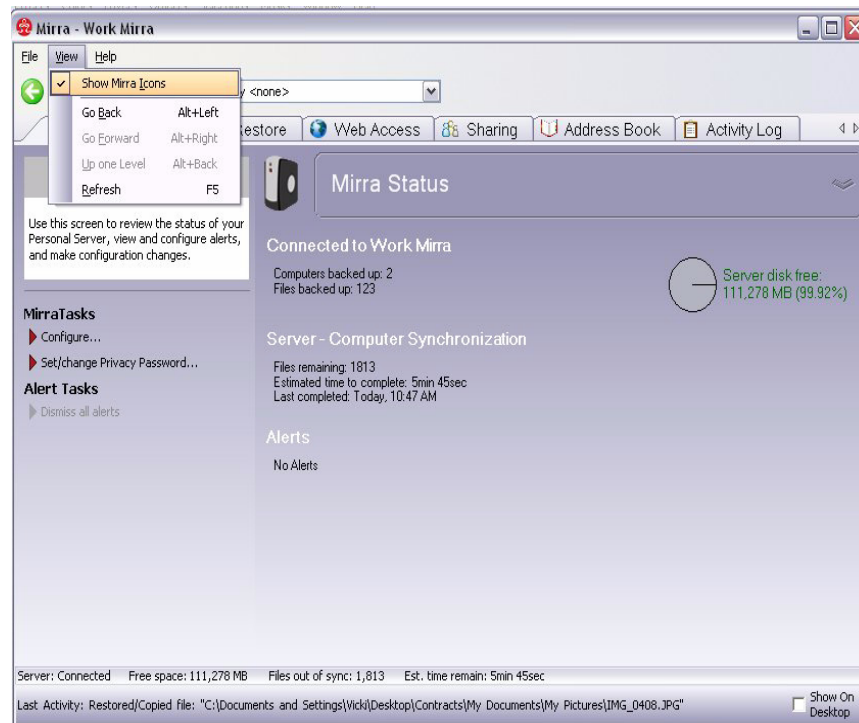


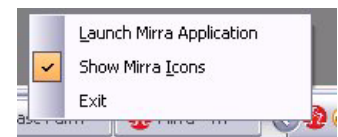
Figure 37 Turn Off Mirra Icon

Step 1: In the Menu Bar, click **View**

OR

In the System Tray, right-click on the Mirra icon.

Step 2: In the dropdown menu, unselect **Show Mirra Icons**.



3.4.3 Changing Your Email Address

Your Mirra web account uses your email address as your identity. So if you change your email address, you must associate the new address with your Mirra web account. When you change your email address, you are in effect creating a new Mirra web account. However, you can use the same name and password you used with your previous email address.

To change your email address,

Step 1: In the **Web Account Information** area of the **Web Access** screen, click **Change/ Create** next to your current email address:

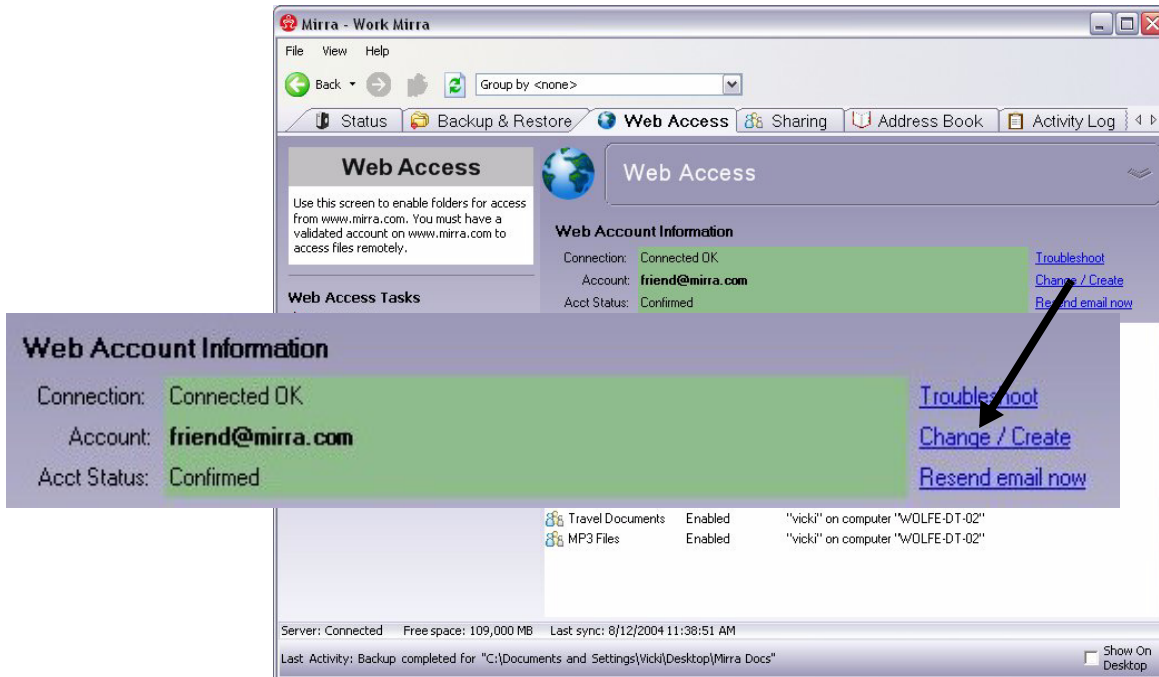


Figure 38 Web Access Screen

The **Create a Mirra Web Account** window opens:

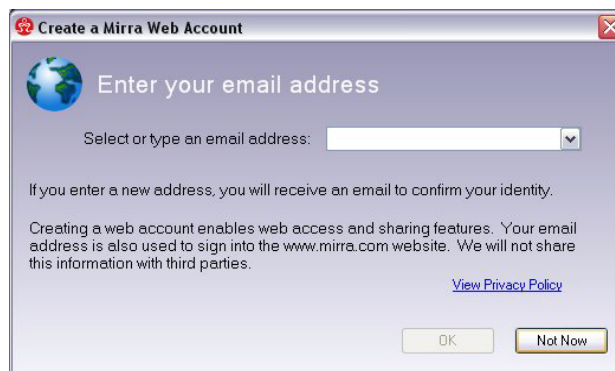


Figure 39 Create a Mirra Web Account Window

Step 2: Enter your new email address and click **OK**.

Step 3: Check your email. Usually after a few minutes you receive a message from Mirra resembling the message shown in Figure 40 with a link to the **Create Account** page on the Mirra web site:

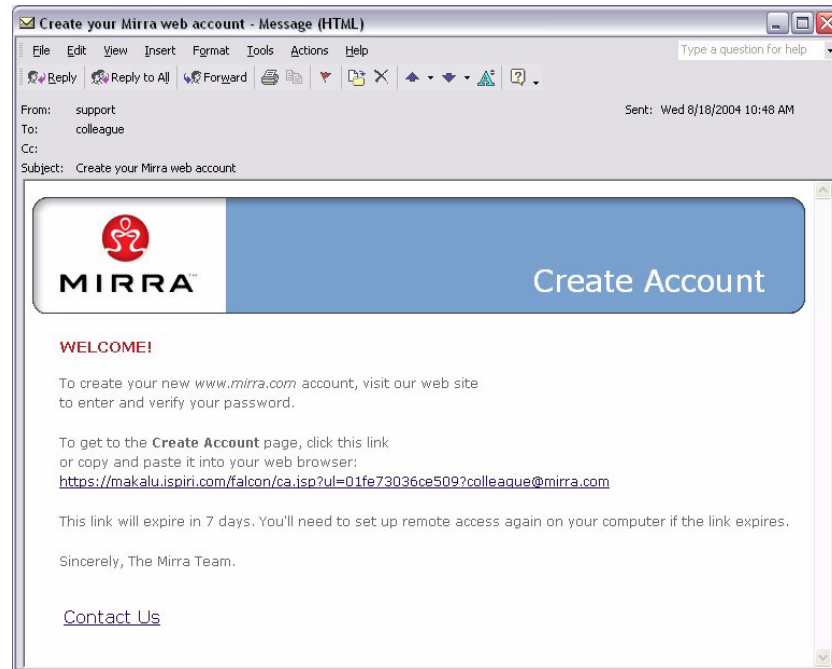
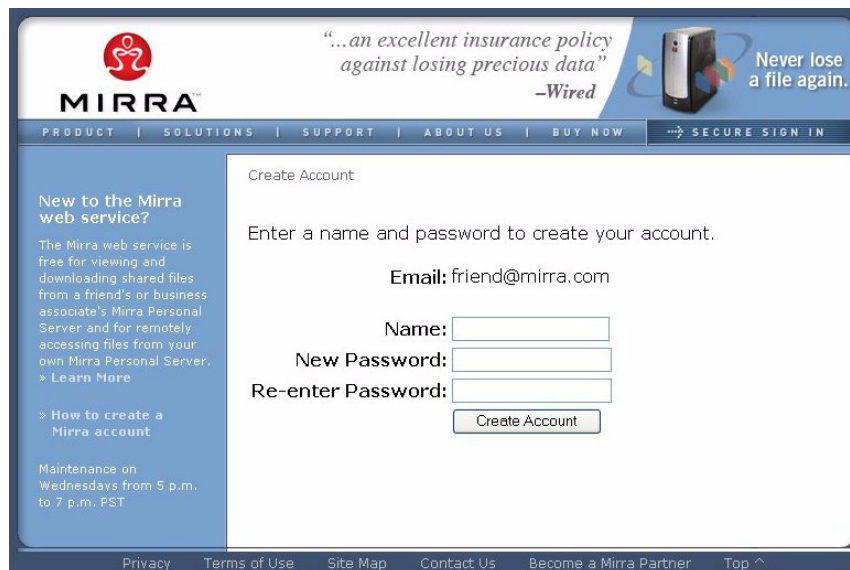


Figure 40 Create Your Mirra Account Email

Note: If you do not receive an email, check your Spam folder to be sure your Mirra email has not mistakenly been identified as spam. If the email is not there, contact Mirra Technical Support at <http://support.mirra.com>.

Step 4: Click the link in your email.

You are taken to the Mirra web site **Create Account** page:



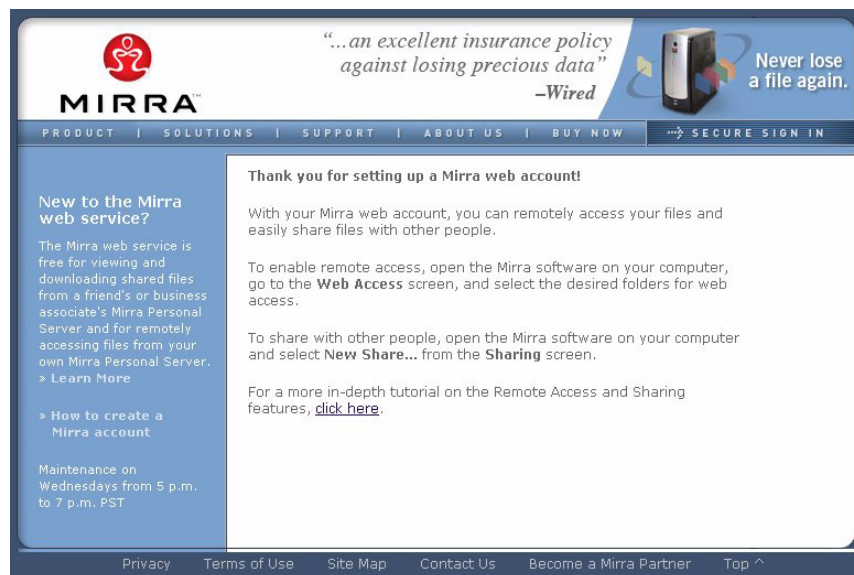
The screenshot shows the 'Create Account' page of the Mirra web service. The header features the Mirra logo, a quote from Wired: "...an excellent insurance policy against losing precious data", and a banner saying "Never lose a file again." with an image of a server. The navigation bar includes links for PRODUCT, SOLUTIONS, SUPPORT, ABOUT US, BUY NOW, and a SECURE SIGN IN button. The main content area is titled "Create Account" and instructs the user to "Enter a name and password to create your account." It includes a pre-filled email address "friend@mirra.com", input fields for "Name:", "New Password:", and "Re-enter Password:", and a "Create Account" button. A sidebar on the left provides information for new users, including a link to "Learn More" and "How to create a Mirra account". The footer contains links for Privacy, Terms of Use, Site Map, Contact Us, Become a Mirra Partner, and a Top ^ button.

Figure 41 Create Account Page

Step 5: Enter a username and enter and confirm a password of your choosing.

Step 6: Click **Create Account**.

The **Thank You** page opens:



The screenshot shows the 'Thank You' page of the Mirra web service. The header is identical to the previous page. The main content area is titled "Thank you for setting up a Mirra web account!" and provides instructions on how to use the web account, including enabling remote access and sharing files. It includes a link to a tutorial on Remote Access and Sharing features. The sidebar on the left is identical to the previous page. The footer is also identical to the previous page.

Figure 42 Thank You

Step 7: Return to the **Status** screen on your desktop.

3.4.4 Naming your Personal Server

You can change the name you assigned to your Personal Server when you set up the Mirra software.

To change the name of your Personal Server,

Step 1: In the **Mirra Tasks** menu on the **Status** screen, click **Configure**.

The **Quick Setup** window opens with the current name of your Personal Server displayed:



Figure 43 Quick Setup

Step 2: Enter a name of your choosing for this Personal Server.

Step 3: Click **OK**.

***Note:** The name you choose affects only your Mirra Personal Server and does not change any network settings on your computer.*

3.4.5 Adjusting Network Settings

You can enter advanced network settings for your Personal Server, such as static IP addressing, to customize the network configuration for your Mirra. Almost everyone will use the default network settings. Use **Advanced Network Settings** only if you need to set static IP addressing and only if you are familiar with network settings.

***Note:** If you enter incorrect settings, you may not be able to connect to your Mirra. If that happens, contact Mirra Technical Support at <http://support.mirra.com>.*

To adjust your network settings,

Step 1: In the **Mirra Tasks** menu on the **Status** screen, click **Configure**.

The **Quick Setup** window opens:



Figure 44 Quick Setup

Step 2: Click **Advanced Network Settings**.

The **Advanced Network Settings** window opens:

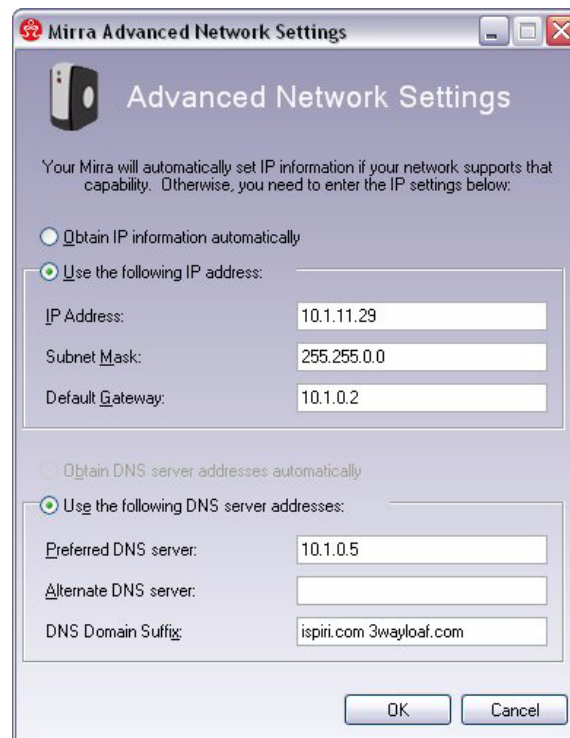


Figure 45 Advanced Network Settings

Step 3: Enter the desired IP and DNS Server information.

Step 4: Click **OK** to save your changes and close this window.

Step 5: Click **OK** to exit the **Advanced Network Settings** window.

For additional information about advanced network settings, see ***Section 3.4.6, Advanced Network Settings for Manual Addressing***.

3.4.6 Advanced Network Settings for Manual Addressing

Most modern routers and broadband modems are able to share your Internet connection using automatic address assignment (DHCP) for computers in your network along with address sharing (NAT). If your networking equipment does not include these features or you have other requirements or constraints, you may need to manually set an Internet address for Mirra.

Contact your broadband Internet provider for more information about sharing your Internet connection and about the type of addressing required for your network. If static IP addressing is required, determine a static IP address or ask your Internet provider to do so. Use the Advanced Network Configuration option to enter this address information.

Caution: *If you use static IP addresses and want to move your Mirra to a different network, be sure to update the static IP address before moving the Mirra to avoid a conflict.*

3.4.7 Setting Up Multiple Users on One Computer

If more than one person logs on to a computer that is backed up to a Personal Server, each person must create a Mirra web account in order to enable web access and file sharing for that individual's folders.

To create your web account after another user has already installed and licensed a Mirra,

- Step 1:** Log on to your computer (your user name must be different than the one used to install and license the Mirra software).

You see Mirra icons on your desktop and in your System Tray:



Figure 46 Mirra Icons

Step 2: Double-click either icon.

The Mirra application opens and displays the **Web Access** screen:

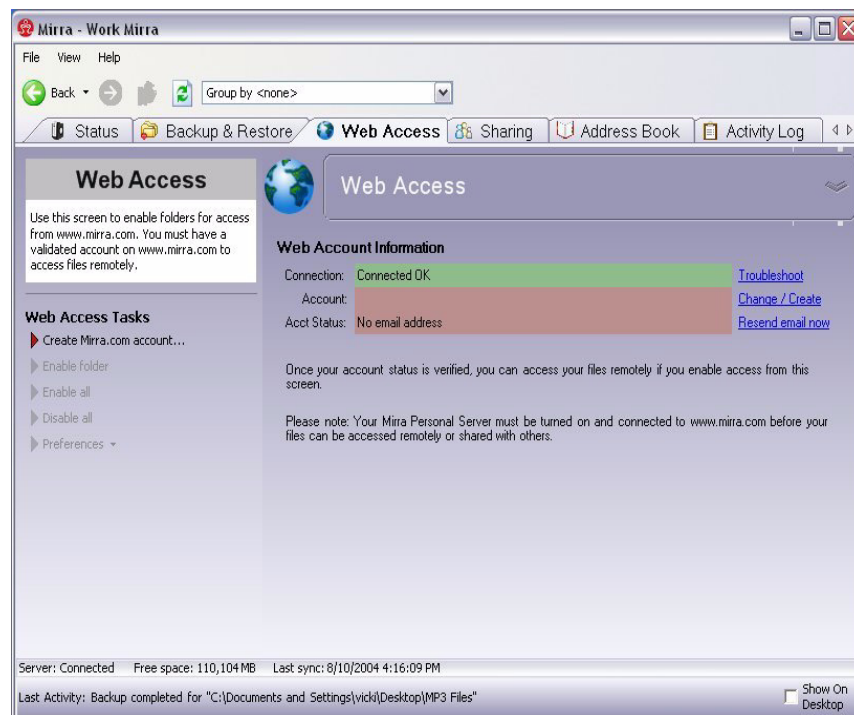


Figure 47 Web Access Screen - No Web Account

The **Web Account Information** area indicates that the Personal Server is connected and operating, but that you have not yet created a web account.

Step 3: Click **Change/Create** next to **Account**.

The **Create a Mirra Web Account** window opens:

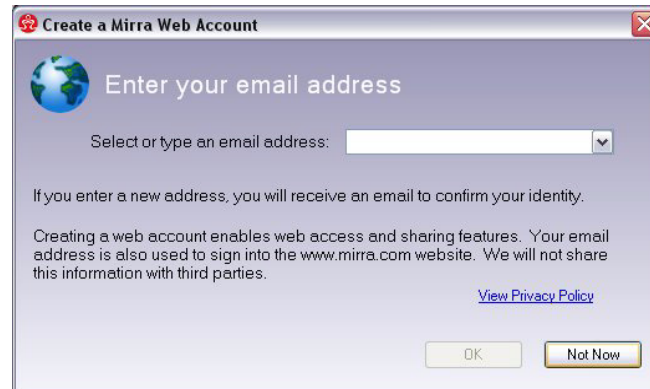


Figure 48 Create a Mirra Web Account Window

Step 4: Enter the email address you want to associate with your web account and click **OK**.

Step 5: Check your email. Usually after a few minutes, you receive a message from Mirra resembling the message shown in Figure 49 with a link to the Mirra web site:

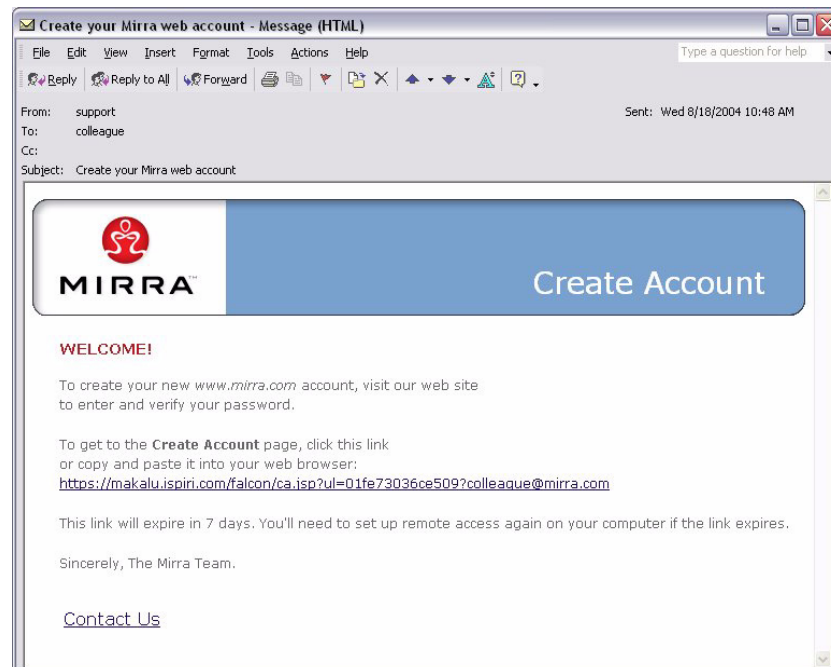


Figure 49 Create Your Mirra Account Email

Note: If you do not receive an email, check your Spam folder to be sure your Mirra email has not mistakenly been identified as spam. If the email is not there, contact Mirra Technical Support at <http://support.mirra.com>.

Step 6: Click the link in your email.

You are taken to the **Create Account** page on the Mirra web site, where your email address is already entered:

The screenshot shows the 'Create Account' page on the Mirra website. The header features the Mirra logo and a quote: "...an excellent insurance policy against losing precious data" -Wired. The navigation bar includes links for PRODUCT, SOLUTIONS, SUPPORT, ABOUT US, and BUY NOW, along with a SECURE SIGN IN button. The left sidebar contains information about the Mirra web service, including a link to 'How to create a Mirra account' and maintenance hours. The main content area has a 'Create Account' heading and a form with the following fields: Email (pre-filled with friend@mirra.com), Name, New Password, and Re-enter Password. A 'Create Account' button is located below the password fields. The footer contains links for Privacy, Terms of Use, Site Map, Contact Us, Become a Mirra Partner, and Top.

Figure 50 Web Site Create Account Page

Step 7: Enter a name and enter and confirm a password of your choosing.

Step 8: Click **Create Account**.

The **Thank You** page opens:

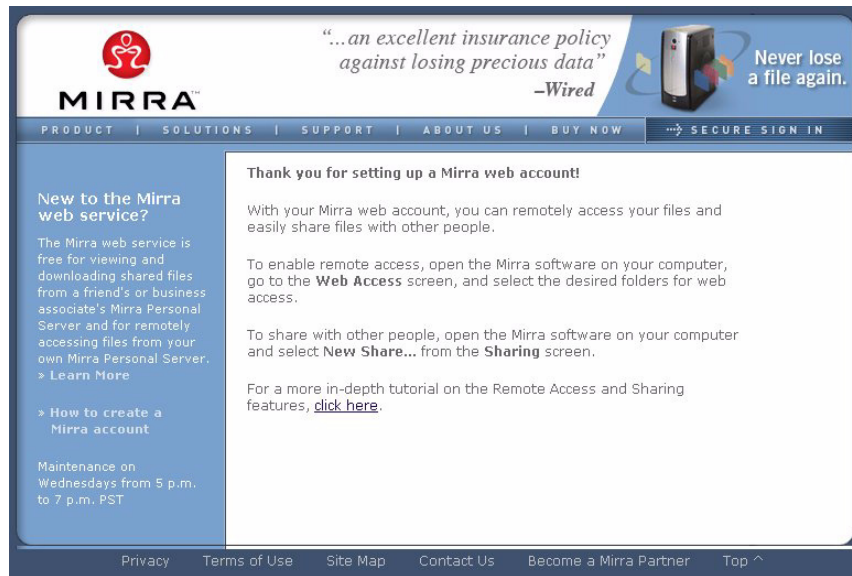


Figure 51 Thank You

Step 9: Return to your desktop.

Step 10: Check your email for a welcome message from Mirra:

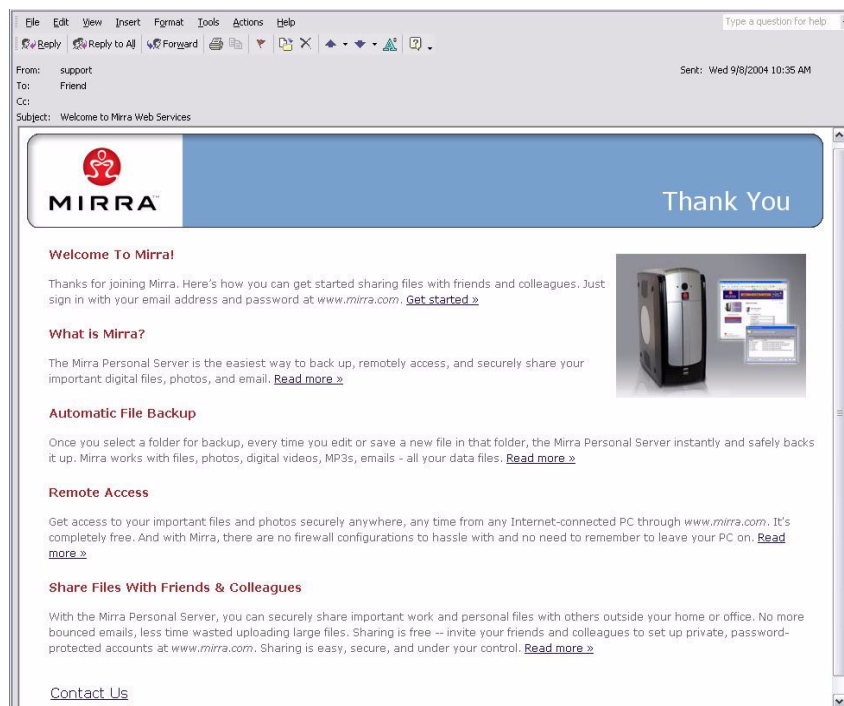


Figure 52 Welcome Email

— Using Mirra with Windows XP Fast User Switching

When users who share a computer change user accounts via Fast User Switching, most applications remain open on the respective users' desktops. However, Mirra must close its application on the previous user's desktop when another user opens Mirra after logging on with Fast User Switching. This does not mean that your Mirra stops backing up anyone's files. Once files have been selected for backup by any user on a computer connected to a Personal Server, those files are continuously backed up regardless of who is logged on at any given moment (and even when no one is logged on and the application is closed).

If you leave the Mirra application open on your desktop when you log off and another user logs on with Fast User Switching and opens the application, the application closes on your desktop. When you next log on, simply double-click the Mirra icon to reopen the application. When you do, a **Mirra Control Moved** window opens:



Figure 53 *Mirra Control Moved Window*

This message notifies you that you now have control of the Mirra and can use it to manage your backed up files and share folders.

To open the Mirra application after a Fast User Switch,

Step 1: Double-click the Mirra icon.

Unless you have selected **Don't show me this message again**, the **Mirra Control Moved** window opens.

Step 2: If you wish, select **Don't show me this message again** if you choose not to see the window each time you open the Mirra application.

Step 3: Click **OK**.

The Mirra application opens on your desktop.

3.4.8 Setting Up Multiple Computers with One Mirra

In order to back up two or more computers to a Mirra Personal Server, you must install the Mirra PC software and enter the license key associated with your Mirra on each computer. In other words, the same license key is entered on each computer in your network. Each user on each computer must then create a separate Mirra web account in order to remotely access and share folders.

3.5 Reading the **Status** Screen

The **Status** screen consists of several fields that provide you with a variety of information about your Personal Server:

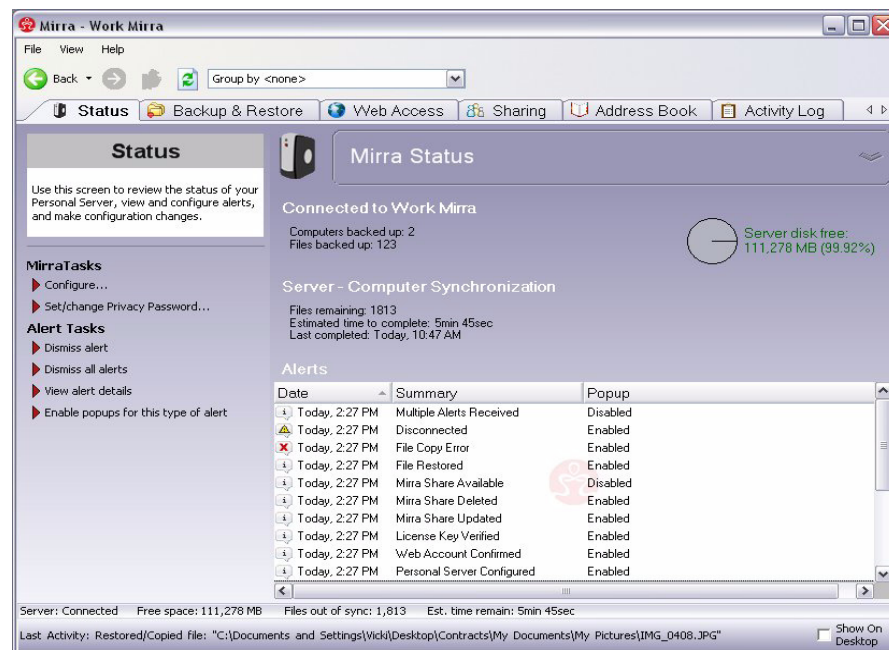


Figure 54 Status Screen Fields

- The tabs beneath the Menu Bar allow you to navigate among the various Mirra screens: **Status**, **Backup & Restore**, **Web Access**, **Sharing**, **Address Book**, and **Activity Log**.
- The **Task** menus on the left side of the screen enable you to perform specific folder tasks. Each screen has its own **Task** menus.
- The **Connected to** area tells you which Personal Server you are communicating with, how many computers are backed up to it, and how many files are backed up on it from all connected computers.

- The **Free Disk Space** indicator tells you the amount of free disk space remaining on the Personal Server.
- The **Server - Computer Synchronization** area tells you how many files are currently out of sync (not yet backed up) and, if all files are currently synchronized, the completion time of the last synchronization.
- A detachable **Status Bar** across the bottom of the **Status** screen provides continuously updated information about your Personal Server: connection status, amount of free disk space, time of the last synchronization, and most recent activity. When a backup is under way, the Status Bar reflects its progress.

If you choose to separate the Status Bar from the rest of the **Status** screen and keep it on your desktop, it remains there when you close the Mirra application and continues to reflect the status of your Personal Server. When detached, the Status Bar becomes translucent, allowing you to see through it to the portion of the desktop it covers. You can drag the Status Bar to any location on your desktop. To re-attach the Status Bar to the Mirra application, uncheck **Show on Desktop**.

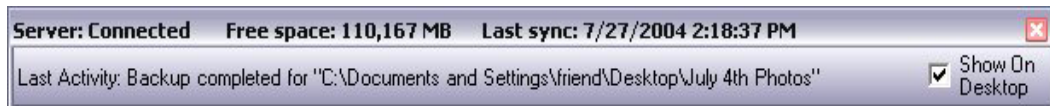


Figure 55 Status Bar Detached

- The **Alerts** area displays all notifications, such as license and account verifications and backup and sharing confirmations. Provided are the date and name of each alert and the status of popups (Enabled or Disabled) on your computer. When there are no outstanding alerts, the **Alerts** window is hidden:

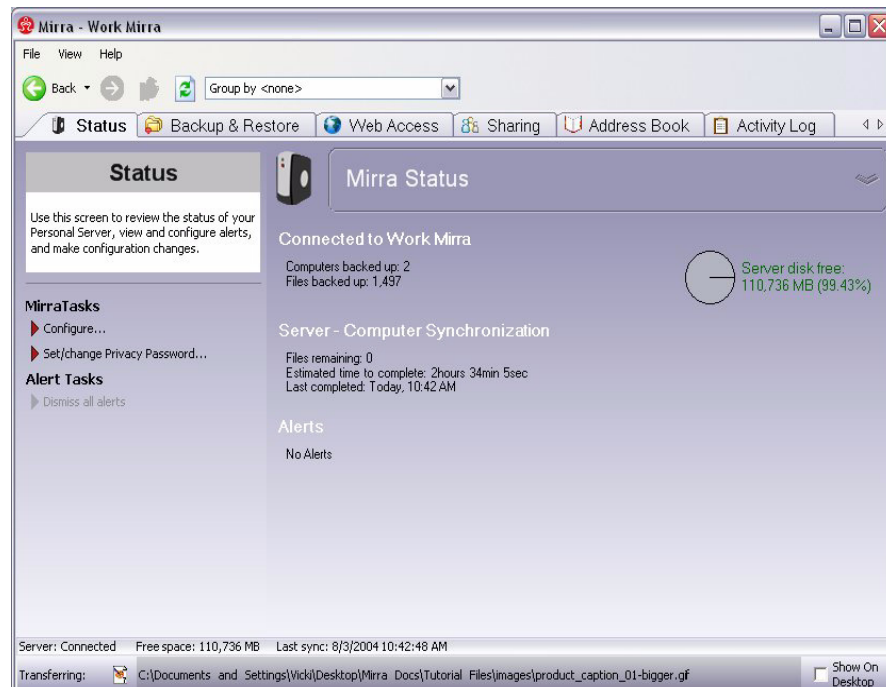


Figure 56 Status Screen - No Alerts

3.5.1 Mirra Tasks

— Configuring a Mirra Name or Advanced Network Settings

To choose or change the name of your Mirra or to enter advanced network settings,

Step 1: Click the **Status** tab.

Step 2: On the **Mirra Tasks** menu, click **Configure**.

Step 3: In the **Quick Setup** window,

- Enter or edit a name for your Mirra.
- Click **Advanced Network Settings** to enter or edit an IP address and DNS server address and click **OK**.

Step 4: Click **OK** to close the **Quick Setup** window.

— Setting/Changing a Privacy Password

To set a privacy password if you do not already have one or edit a password you selected previously,

Step 1: Click the **Status** tab.

Step 2: On the **Mirra Tasks** menu, click **Set/Change Privacy Password**.

Step 3: In the **Privacy Password** window,

- Enter your Privacy Password if one exists.
- Enter and confirm the new Privacy Password.

Step 4: Click **OK** to close the **Privacy Password** window.

3.5.2 Alert Tasks

— Dismissing an Alert

To dismiss a selected alert after you've read it,

Step 1: Click the **Status** tab.

Step 2: In the **Alerts** area of the **Status** screen, select the alert to be dismissed.

Step 3: On the **Alert Tasks** menu, click **Dismiss alert**.

The alert is deleted.

— Dismissing All Alerts

To dismiss all alerts at once,

Step 1: Click the **Status** tab.

Step 2: On the **Alert Tasks** menu, click **Dismiss all alerts**.

All alerts are deleted and the **Alerts** area closes.

— Viewing Alert Details

If you missed the information contained in a popup alert and want to see it again, you can replay the alert.

To display an alert popup in the System Tray,

Step 1: Click the **Status** tab.

Step 2: In the **Alerts** area of the **Status** screen, select the alert to be replayed.

Step 3: On the **Alert Tasks** menu, click **View alert details**.

The alert popup is again displayed in the System Tray.

— Disabling Popups for this Type of Alert

You can disable System Tray popups for a particular kind of alert. The alert will still appear in the **Alerts** area of the **Status** screen.

To disable a type of alert popup,

Step 1: Click the **Status** tab.

Step 2: In the **Alerts** pane on the **Status** screen, select the alert whose popup you want to disable.

Step 3: On the **Alert Tasks** menu, click **Disable popups for this type of alert**.

Popups for this type of alert are no longer displayed in the System Tray.

— Enabling Popups for this Type of Alert

You can enable System Tray popups that were previously disabled.

To enable a type of alert popup,

Step 1: Click the **Status** tab.

Step 2: In the **Alerts** area of the **Status** screen, select the alert whose popup you want to enable.

Step 3: On the **Alert Tasks** menu, click **Enable popups for this type of alert**.

Popups for this type of alert are now displayed in the System Tray.

4. Backing Up and Restoring Folders

Mirra automatically and continuously tracks any changes you make to the files in backed up folders and saves the eight most recent versions of each file. If you make changes to files while your computer is not connected to your Personal Server, those changes are tracked and the most recent version of each file is synchronized to your Mirra when you reconnect. Since this is an ongoing, automatic process, you no longer need to schedule updates or backups.

4.1 Selecting Folders for Backup

You can select a folder for backup in three ways:

1. From the **Folders Recommended for Backup** window.
2. From the **Backup Tasks** menu on the **Backup and Restore** screen.
3. From your Windows desktop.

***Note:** The **My Documents** folder is a special Windows folder and is the only folder you cannot select for backup by right-clicking on it on your desktop. You can back up your **My Documents** folder only by selecting it in the **Folders Recommended for Backup** window.*

4.1.1 From the **Folders Recommended for Backup** Window

The **Folders Recommended for Backup** window provides a list of the folders most often selected for backup. Once you have backed up a folder on the list, that folder no longer appears when the list is next displayed. The **Folders Recommended for Backup** window first appears in the Setup Wizard when you initially set up your Mirra PC software (see *Section 3.3.2, Setup Wizard*). Thereafter, it can be accessed from the **Backup Tasks** menu on the **Backup and Restore** screen.

To select folders for backup from the **Folders Recommended for Backup** window,

Step 1: Click the **Backup & Restore** tab to display the **Backup and Restore** screen:

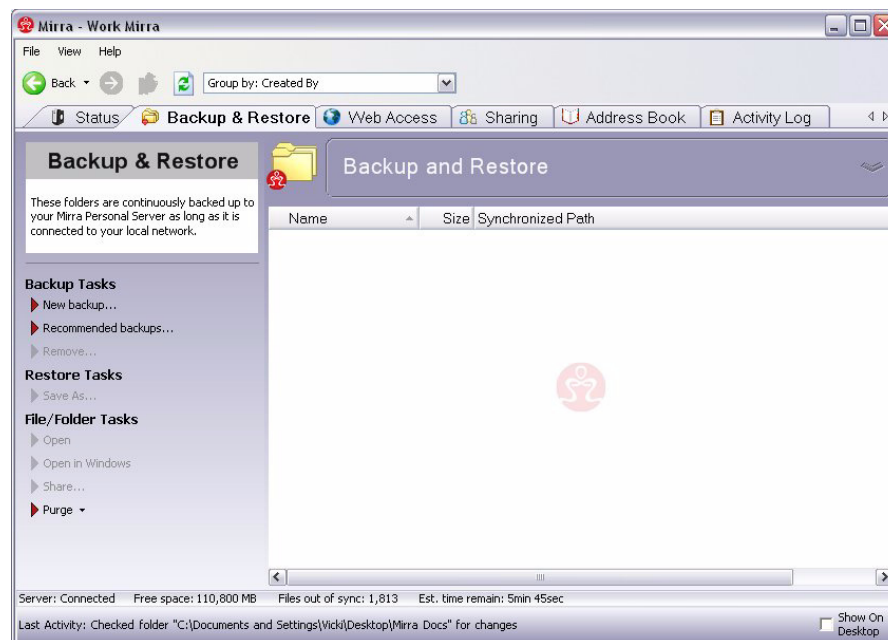


Figure 57 Backup and Restore Screen

Step 2: On the **Backup Tasks** menu, click **Recommended backups**.

The **Folders Recommended for Backup** window opens:



Figure 58 Folders Recommended for Backup

Step 3: Select the folders you want to back up.

Step 4: Click **OK**.

A **Confirm Backup** window opens for each folder you've selected:

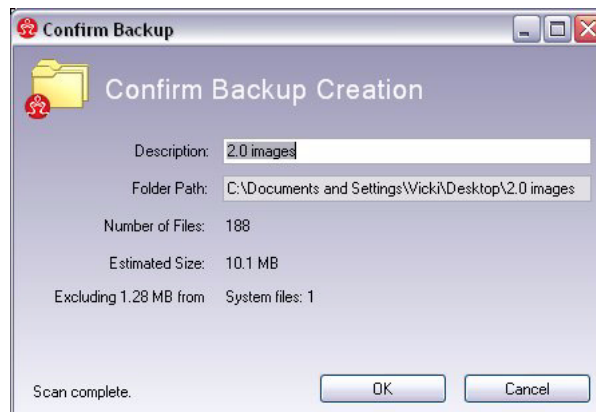


Figure 59 Confirm Backup

Step 5: Change the folder name if you wish and confirm that this is the folder to be backed up.

Step 6: Click **OK**.

The **Backup and Restore** screen lists the folders backed up from your computer:

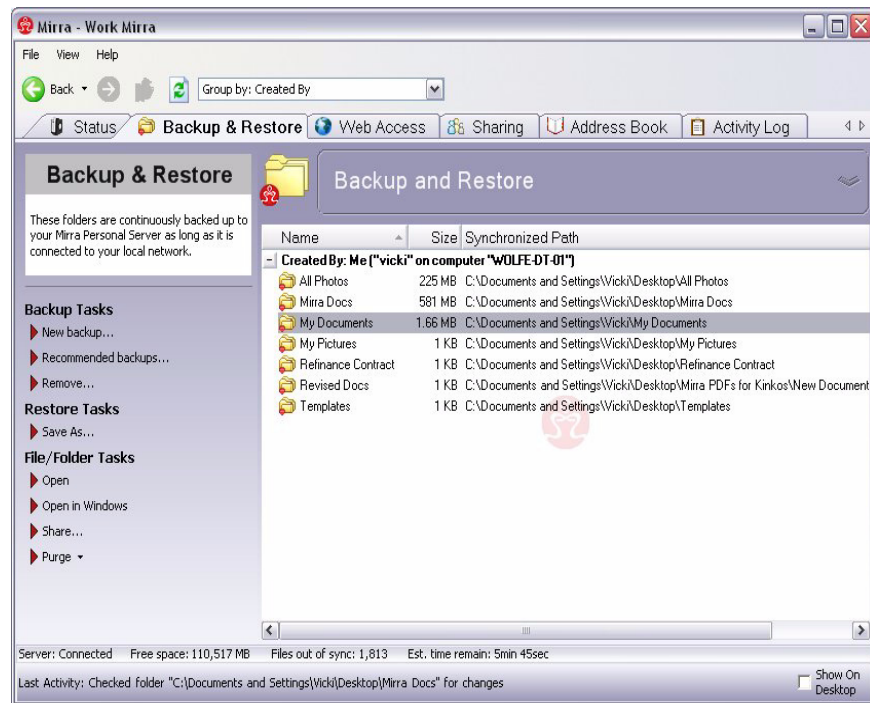


Figure 60 Backup and Restore Screen

If you're connected to a local network containing other computers that back up to your Mirra, the **Backup and Restore** screen lists the folders backed up from each of those computers as well:

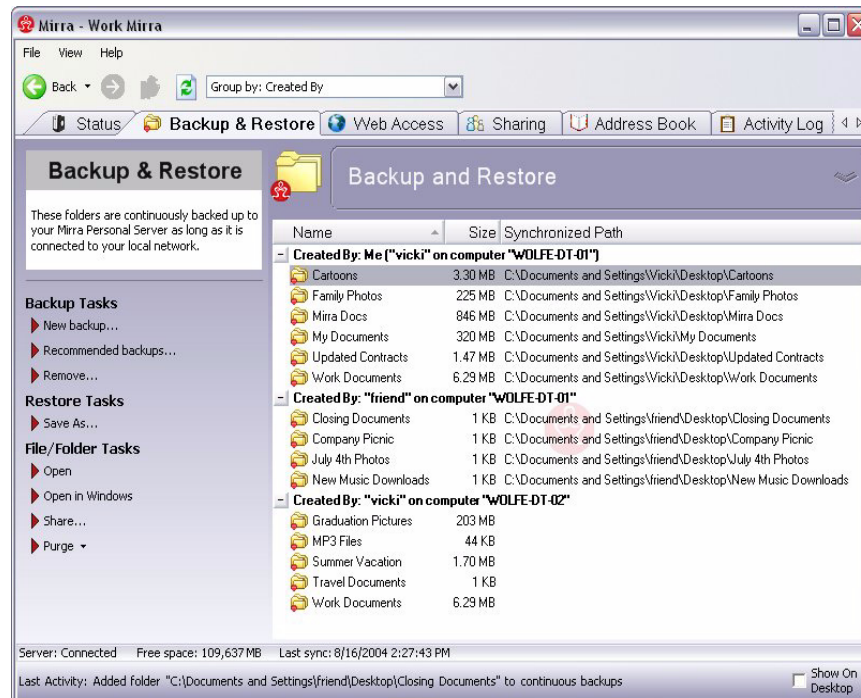


Figure 61 Backup and Restore Screen on Local Network

A backup notification verifying that a folder has been selected for backup is posted in the **Alerts** area of the **Status** screen and pops up in your System Tray (if popups are enabled on your computer).

4.1.2 From the **Backup Tasks** Menu

You use the **Backup Tasks** menu to back up folders that are not listed in the **Folders Recommended for Backup** window.

To select a folder from the **Backup Tasks** menu,

Step 1: On the **Backup and Restore** screen, click **New backup**.

The **Browse for Folder** window opens:



Figure 62 Browse for Folder

Step 2: Select the folder to be backed up and click **OK**.

A **Confirm Backup** window opens.

Step 3: Click **OK**.

The folder is added to the list on the **Backup and Restore** screen, a notification is posted in the **Alerts** area of the **Status** screen, and a popup appears in your System Tray.

4.1.3 From your Windows Desktop

To select a folder for backup from your Windows desktop,

Step 1: Right-click on the folder on your desktop

The Windows dropdown menu opens:

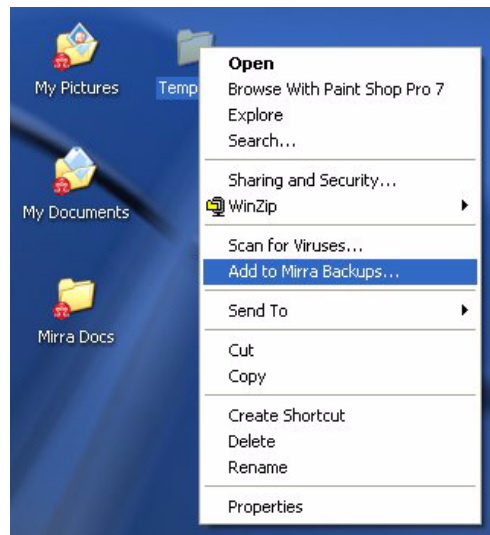


Figure 63 Windows Dropdown Menu

Step 2: On the dropdown menu, select **Add to Mirra Backups**.

The **Confirm Backup** window opens.

Step 3: Click **OK**.

The folder is added to the list on the **Backup and Restore** screen, a notification is posted in the **Alerts** area of the **Status** screen, and a popup appears in your System Tray.

4.2 Checking Backup Status on your Computer

4.2.1 Verifying a Backup

While a backup is under way, the Status Bar indicates the backup progress of every file in each folder being backed up:

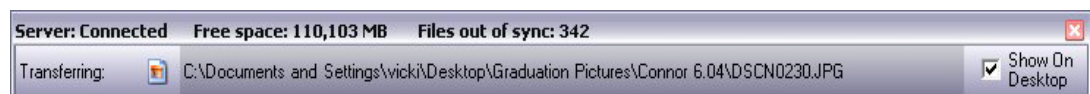


Figure 64 Status Bar (Detached) Progress Indicator

There are three ways to confirm that a folder has been selected for backup:

1. The folder is listed on the **Backup and Restore** screen.
2. An alert in the **Alerts** area of the **Status** screen confirms that the folder has been selected for backup.

3. If you have not turned off the Mirra folder icons, most backed up files and folders display a small Mirra icon in their lower left corner, although some special Windows folders may not display the icon. These icons appear only when your computer is connected to your Personal Server. If you use a laptop and disconnect it from your network, the icons disappear. However, all selected files and folders are still backed up. See *Section 3.4.2, Turning Off the File and Folder Icons*, for instructions on how to turn Mirra folder icons on or off.



On average, it takes approximately 20 minutes to back up one gigabyte of data on a 100Mb network. However, the rate at which your data transfers varies depending on such factors as your OS configuration, the speed of your hard disk, the type of Ethernet switch/hub you're using, the type of files being backed up, and the number of other computers on your network using the Mirra Personal Server.

It takes a while to back up your folders for the first time because *all* your selected folders are being backed up at once. After the initial backup, keeping backups up to date is not as time consuming because only a few files change at any one time.

4.2.2 Accessing Backups on your Mirra from your Desktop

To go directly from your desktop to a backed up folder on your Mirra, even if the Mirra application is not open,

Step 1: Right-click on the folder on your desktop.

Step 2: From the dropdown menu, select **View backup on Mirra**.

If the Mirra application was not already open, it opens now and displays the contents of the selected folder on the **Backup and Restore** screen.

4.2.3 Activity Log

You can use the Activity Log to verify that your files are being correctly backed up or to ensure that a backup has completed before you shut down your computer. The Activity Log tracks, among other things, the addition or removal of files from backup and changes made to backed up files and folders and displays the 100 most recent activities. The Status Bar reflects current actions documented in the Activity Log.

To view your Activity Log,

Step 1: Click **Activity Log** tab.

The **Activity Log** opens:

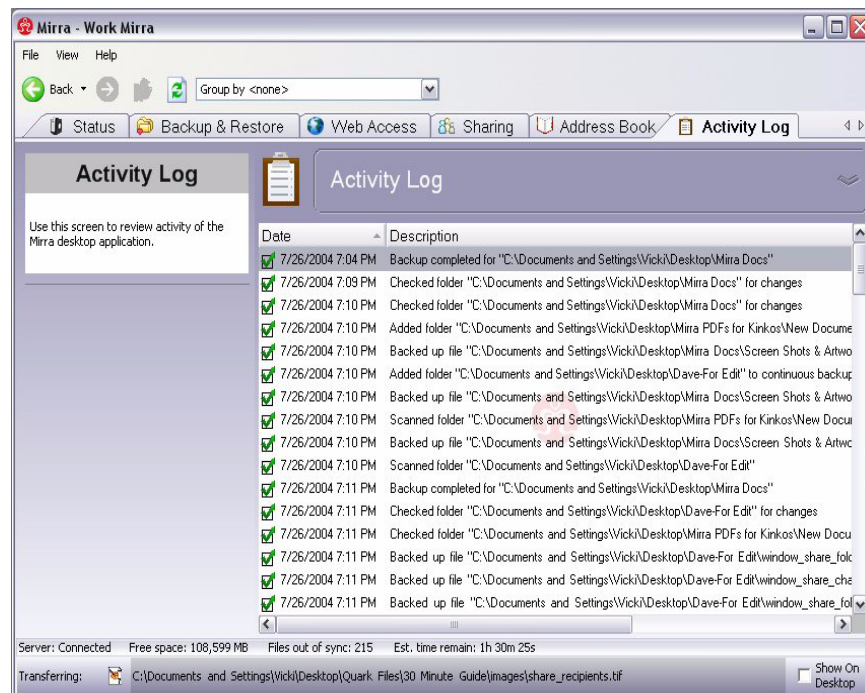


Figure 65 Activity Log

See *Section 8, Reading the Activity Log*, for additional information.

4.3 Accessing Backups from Computers on your Local Network

Your **Backup and Restore** screen displays the backed up folders from all computers on the same local network as your Personal Server. You can open a folder from another computer and work with the files contained in it

- **IF** the folder is not password-protected.
OR
- **IF** the folder is password protected but its owner has given you the password.
OR
- **IF** the folder has been shared with you (see *Section 6.4, Managing Shared Folders*, for additional information).

To view a folder backed up to your Mirra from another computer,

Step 1: Click the **Backup and Restore** tab.

The **Backup and Restore** screen opens

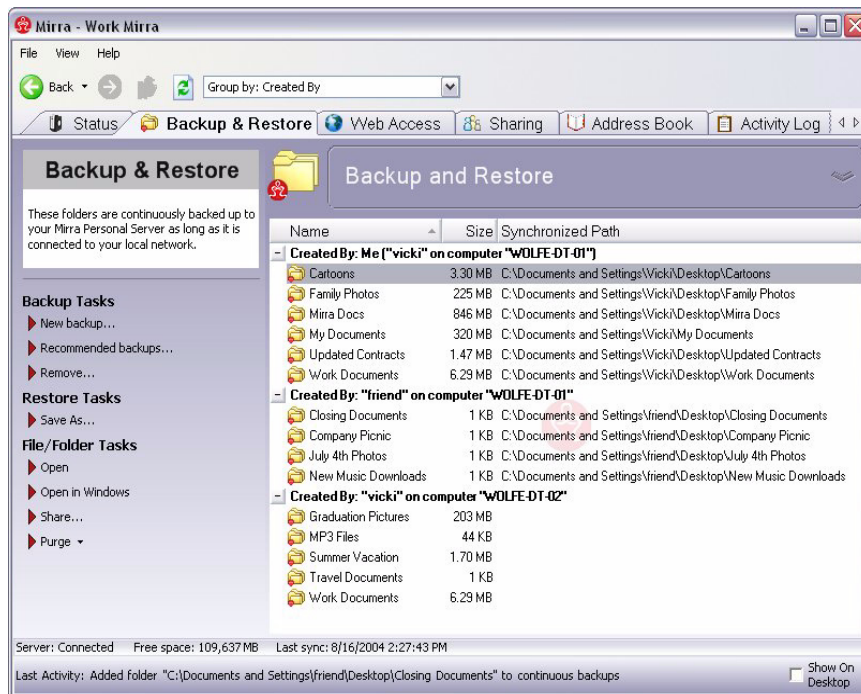


Figure 66 Computers Backed Up to this Mirra

Step 2: Double-click the folder to be opened.

Step 3: If the owner of the folder has not set a privacy password, the files contained in it are displayed.

If the owner of the folder has set a privacy password, the **Enter Privacy Password** window opens:



Figure 67 Privacy Password Window

Step 4: Enter the password and click **OK**.

Step 5: Double-click on the folder to access the files contained in it.

4.4 Managing and Restoring Backed Up Files and Folders

Mirra's Restore feature allows you to work with backed up files and folders in a variety of ways. You can recover deleted files and folders, retrieve an earlier version of a file, or copy a file or folder to a different location on your computer or on a different computer.

You use the **Backup Tasks**, **File/Folder Tasks**, and **Version Tasks** menus to manage and restore your backed up files and folders.

4.4.1 Backup Tasks

— Backing Up a New Folder

To add a folder for backup,

Step 1: On the **Backup Tasks** menu, click **New backup**.

The **Browse for Folder** window opens.

Step 2: Select the desired folder and click **OK**.

The **Confirm Backup** window opens.

Step 3: Click **OK**.

— Selecting a Recommended Backup

To select a folder for backup from the **Folders Recommended for Backup** window,

Step 1: On the **Backup Tasks** menu, click **Recommended backups**.

The **Folders Recommended for Backup** window opens.

Step 2: Select folders for backup from the list in the window.

A **Confirm Backup** window opens for each folder selected.

Step 3: Click **OK** in each **Confirm Backup** window.

— Removing a Folder from Backup

To stop backing up a folder,

Step 1: On the **Backup and Restore** screen, select the folder to be removed.

Step 2: On the **Backup Tasks** menu, click **Remove**.

Step 3: Confirm the removal on the **Remove Backup** confirmation window:



Figure 68 Remove Backup Confirmation

Once removed from backup, the files in this folder are deleted from the Personal Server (but not, of course, from your computer). They can no longer be restored nor are changes made to them reflected on the Mirra.

4.4.2 Restore Tasks

— Restoring a Folder to Your Computer

To restore a folder from another computer on your network to your computer,

Step 1: On the **Backup and Restore** screen, select the folder to be restored.

Step 2: On the **Restore Tasks** menu, click **Restore to this computer**.

The **Browse for Location** window opens.

Step 3: Select the location at which you want to restore the folder.

Step 4: Click **OK**.

— Saving a Folder

You can save a folder in a new location so that you have multiple versions on your PC. This allows you to alter a folder's contents while keeping an original version intact elsewhere on your computer.

To save a folder at a new location,

Step 1: On the **Backup and Restore** screen, select the folder to be saved.

Step 2: On the **Restore Tasks** menu, click **Save As**.

The **Browse for Location** window opens:

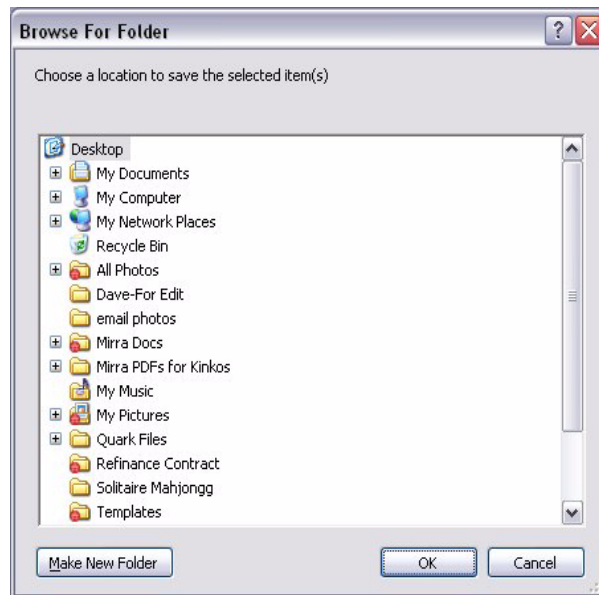


Figure 69 Browse for Location Window

Step 3: Select the location at which you want this folder saved.

Step 4: Click **OK**.

The folder is saved at the selected location and now appears in both its original and its new locations.

***Note:** The new copy of a folder is not automatically backed up unless you have saved it in another folder already selected for backup. Once you've saved a folder, you must select the saved version for backup using the steps described in **Section 4.1, Selecting Folders for Backup**.*

— Saving a File

You can save a file at a new location so that you have multiple versions on your PC. You can also rename the file. This allows you to alter a file while keeping the original version intact elsewhere on your computer. You can also save a previous version of a file to a new location on your computer (see **Section 4.4.3, Version Tasks**).

To save a file at a new location,

Step 1: On the **Backup and Restore** screen, select the folder containing the file to be saved.

Step 2: In the **File/Folder Tasks** menu, click **Open** (you can also double-click on the folder).

You see a list of the files contained in the folder.

Step 3: Select the file to be copied.

Step 4: On the **Restore Tasks** menu, click **Save As**.

The **Save File As** window opens:



Figure 70 Save File As Window

Step 5: Rename the file if you wish and select the location at which you want it saved.

Step 6: Click **Save**.

The file is saved at the selected location and now appears in both its original and its new locations.

***Note:** The new copy of a file is not automatically backed up unless you have saved it in a folder already selected for backup. Once you've saved a file, you must select the saved version for backup using the steps described in **Section 4.1, Selecting Folders for Backup**.*

— Undeleting a File or Folder

Unless you purge a backed up file or folder that has been deleted, it is stored indefinitely on your Mirra and remains on the **Backup and Restore** list as a grayed-out entry with a line drawn through it. You can undelete a file or folder and restore it to its original location.

To undelete a file or folder,

Step 1: On the **Backup and Restore** screen, select the file or folder to be undeleted.

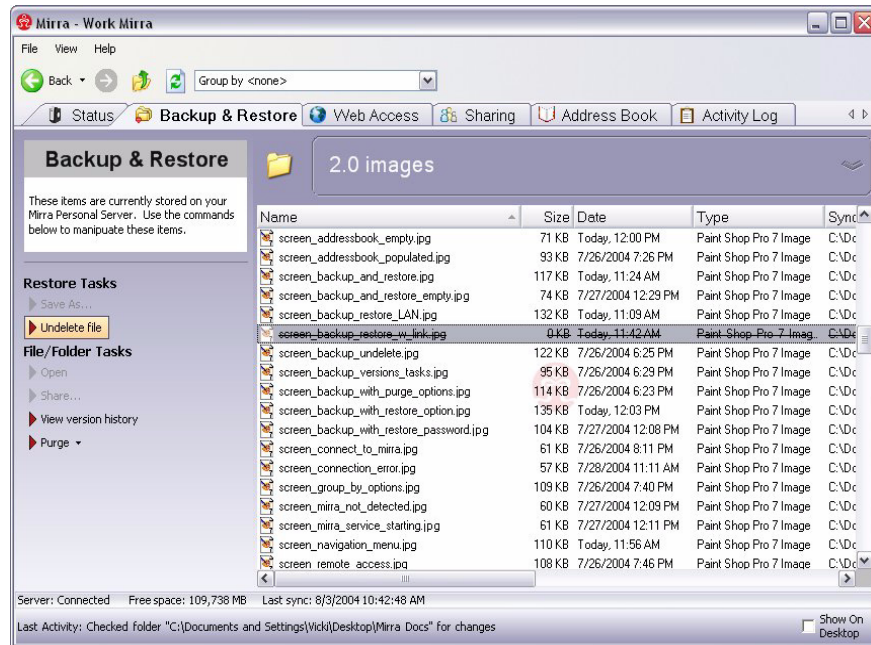


Figure 71 Backup and Restore Screen

Step 2: On the **Restore Tasks** menu, select **Undelete folder** (or **Undelete file**).

The file or folder is restored to its original location.

4.4.3 File/Folder Tasks

— Opening a Folder

To open a folder and access the sub-folders and files stored in it,

Step 1: On the **Backup and Restore** screen, select the folder to be opened.

Step 2: On the **File/Folder Tasks** menu, click **Open** (you can also double-click on the folder).

A list of the sub-folders and files contained in the folders is displayed.

— Opening a Folder in Windows

Copies of a backed up folder reside on both your computer and your Personal Server. If you have the Mirra application open on your computer, you can use it to open the folder

on your computer so you can work on the files stored in it in their original applications (i.e. a *Word* document opens in *Microsoft Word™*).

Step 1: On the **Backup and Restore** screen, select the folder to be opened in Windows.

Step 2: On the **File/Folder Tasks** menu, click **Open in Windows**

You see the contents of the folder in Microsoft Windows:

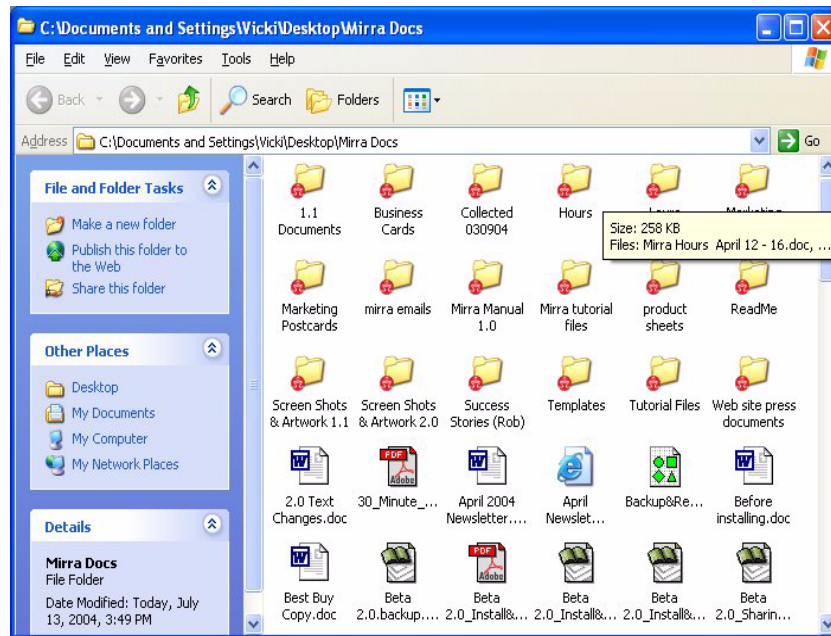


Figure 72 Backed Up Folder Opened in Windows

— Opening a File in Windows

Copies of backed up files reside on both your computer and your Personal Server. If you have the Mirra software open on your computer, you can use it to open a file on your computer so you can work on it in its original application (i.e. a *Word* document opens in *Microsoft Word™*).

To open a file on your computer through the Mirra software and work on it in its original application,

Step 1: On the **Backup and Restore** screen, double-click on the folder containing the file.

Step 2: Select the file.

Step 3: On the **File/Folder Tasks** menu, click **Open in Windows**.

The file opens in the application associated with it (i.e. an *Excel* file opens in *Excel*).

— Sharing a Folder

To share a backed up folder,

Step 1: On the **Backup and Restore** screen, select the folder.

Step 2: On the **File/Folder Tasks** menu, click **Share folder**.

The **Share a Folder** window opens.

See *Section 6.3, Using the Share a Folder Window*, for further directions.

— Purging Files and Folders from your Personal Server

Purging Deleted Files from a Folder. Use the Purge feature to permanently erase deleted files and free up space on your Personal Server. You can purge all deleted files from a folder at one time or you can purge them individually.

To purge all deleted files from a folder at one time,

Step 1: On the **Backup and Restore** screen, select the folder to be purged.

Step 2: On the **File/Folder Tasks** menu, click **Purge deleted files from folder**.

All previously deleted files are permanently removed from the folder and can no longer be restored.

To purge a specific deleted file,

Step 1: On the **Backup and Restore** screen, double-click on the folder containing the deleted file.

You see a list of the files contained in the folder.

Step 2: Select the deleted file to be purged.

Step 3: On the **File/Folder Tasks** menu, click **Purge deleted file**.

The deleted file is permanently removed from the folder and can no longer be restored.

Purging Old Versions of Files from a Folder. Use the Purge feature to permanently erase previous versions of current files. You can purge all previous versions of a file from a folder at one time or you can purge them individually.

To purge all previous versions of all the files in a folder at one time,

Step 1: On the **Backup and Restore** screen, select the folder to be purged.

Step 2: On the **File/Folder Tasks** menu, click **Purge old file versions from folder**.

All previous versions of all the files in this folder are permanently removed from the folder; only the most recent version of each file remains.

To purge all previous versions of a specific file from a folder,

Step 1: On the **Backup and Restore** screen, double-click on the folder containing the file.

You see a list of the files contained in the folder.

Step 2: Select the file for which you want to purge old versions.

Step 3: On the **File/Folder Tasks** menu, click **Purge old versions of file**.

All previous versions of this file are permanently removed from the folder; only the most recent version remains.

— Viewing Previous Versions of a File

Mirra tracks any changes you make to the files in a backed up folder and saves the eight most recent versions of each file.

To view previous versions of a file,

Step 1: On the **Backup and Restore** screen, double-click on the folder that contains the file.

Step 2: Select the desired file.

Step 3: On the **File/Folder Tasks** menu, click **View version history** (you can also double-click on the file).

You see the eight most recent versions of this file.

4.4.4 Version Tasks

— Saving a Selected Version of a File

To save a version of a file under a different name or at a new location on your computer,

Step 1: On the **Backup and Restore** screen, select the file to be saved.

Step 2: On the **File/Folder Tasks** menu, click **View version history** (you can also double-click on the file).

You see the version history for this file:

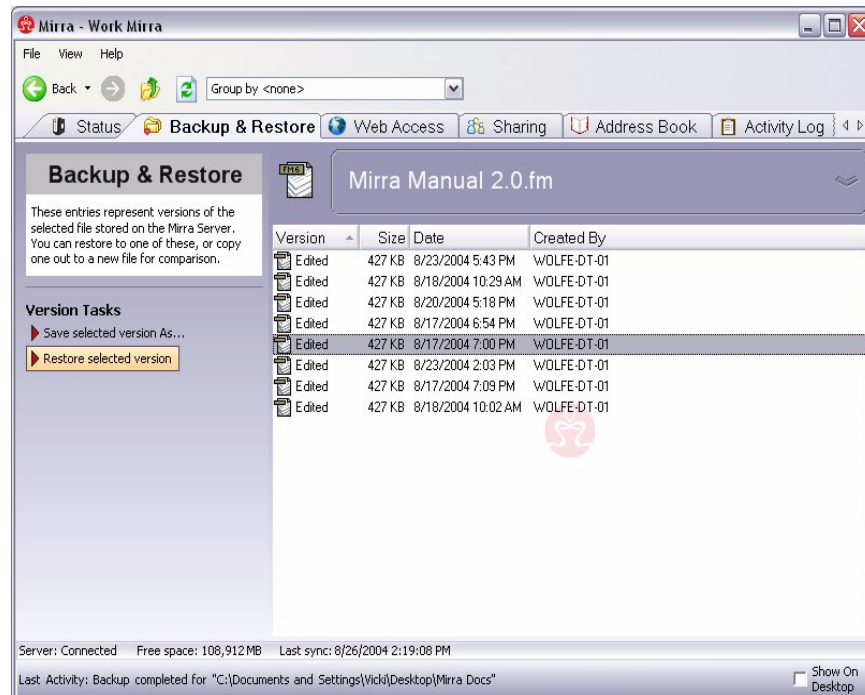


Figure 73 Version Tasks Screen

Step 3: Select the version of the file you want to save.

Step 4: On the **Version Tasks** menu, click **Save selected version as**.

The **Save selected files as** window opens.

Step 5: Rename the file if you wish and select the location at which you want it saved.

Step 6: Click **Save**.

The file is saved at the selected location and now appears in both its original and its new locations.

— Restoring a Selected Version of a File

Since Mirra stores the eight most recent versions of each file, you can restore an earlier version to your computer.

Note: Before you can restore a deleted version of a file, you must undelete it. See **Section 4.4.2, Restore Tasks**, for additional information.

To restore a version of a file,

Step 1: On the **Backup and Restore** screen, select the file to be restored.

Step 2: On the **File/Folder Tasks** menu, click **View version history** (you can also double-click on the file).

Step 3: On the **Version Tasks** menu, click **Restore selected version**.

The selected version of the file is restored to its original location on your computer.

4.4.5 Restoring Folders from Another Computer on your Network

If other computers on your local network have backed up folders to your Personal Server, you can download their backed up folders to your computer if you have the folder owner's permission.

To restore a folder that has been backed up by another computer in your network,

Step 1: On the **Backup and Restore** screen, select the folder to be restored.

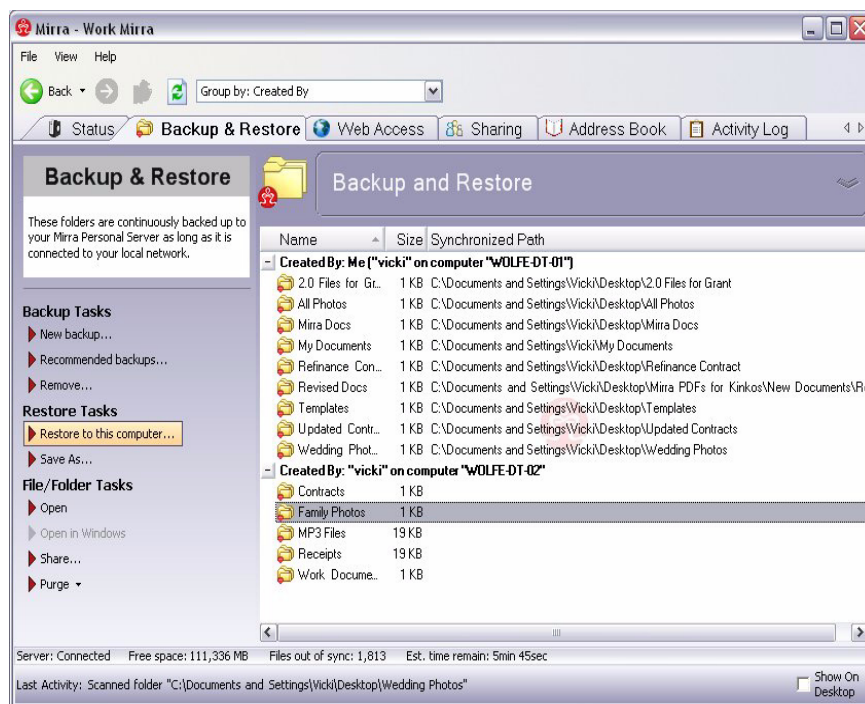


Figure 74 Backup and Restore Screen

Step 2: On the **Backup Tasks** menu, click **Restore to this computer**.

- If the folder is not password protected, the **Browse for Location** window opens. Proceed to **Step 4**.

- If the folder is password-protected, the **Privacy Password** window opens:



Figure 75 Privacy Password Window

Step 3: Enter the Privacy Password and click **OK**.

Note: If you have not obtained the password from the owner of this folder, you cannot proceed.

The **Browse for Location** window opens:

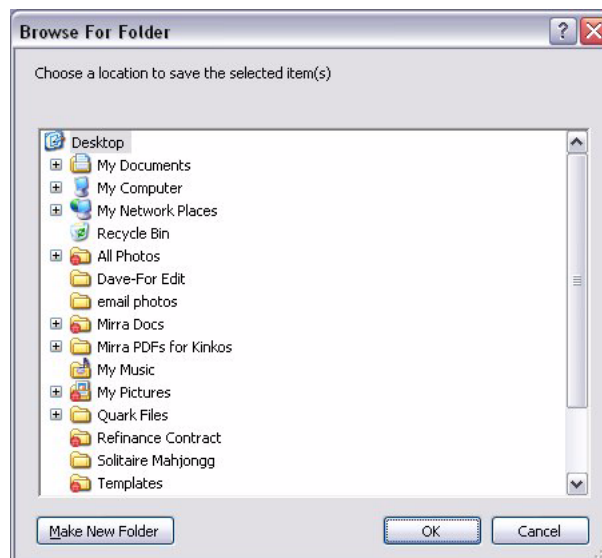


Figure 76 Browse for Location

Step 4: Select the location at which you want to place the selected item and click **OK**.

The folder is restored at the selected location.

4.4.6 Recovering After a Crash

If your computer has crashed, you can restore all your backed up folders from your Personal Server.

- Step 1:** Reinstall and configure the Mirra PC software either on your recovered computer or on a new computer. (See *Section 3, Configuring Your Mirra Personal Server.*)
- Step 2:** On your desktop, open the **Backup and Restore** screen.
A list of your pre-crash backed up folders is displayed.
- Step 3:** Select the folders to be restored to your computer.
- If your folders were not password-protected, proceed to *Step 5*.
 - If your folders were password-protected, the **Privacy Password** window opens:



Figure 77 Privacy Password Window

- Step 4:** Enter your Privacy Password and click **OK**.

Caution: *Mirra cannot recover your Privacy Password for you. If you do not remember your Privacy Password, you will not be able to restore your folders*

- Step 5:** Select your folders and click **Restore to this computer** in the **Backup Tasks** menu.
A **Browse for Location** window opens for each folder being restored.
- Step 6:** Select a location for each folder.
The folders are restored at the selected locations.

Note: *Restored folders are not automatically backed up. You must again select them for backup as described in **Section 4.1, Selecting Folders for Backup.***

4.5 Notes on Backing Up and Restoring Files and Folders

- If you interrupt the backup of your files by turning off your computer or disconnecting from your network, Mirra remembers where you left off and picks up from there when you turn your computer back on or reconnect to your network.
- Laptop users: Even when you disconnect your PC from the network, the Mirra software continues to track changes and automatically synchronizes the most recent version of each of your files to your Personal Server when you reconnect to the network.
- Mirra backs up files even when the Mirra application is not open on your desktop.
- Because Outlook data files change so frequently, they are backed up once an hour rather than continuously.
- Mirra is not susceptible to Windows viruses. If your computer is infected by a virus, you can use Mirra to restore previously backed up, virus-free versions of infected files.

Warning: *Before you restore a file, be certain you are restoring a version that you created before the virus infected your computer.*

5. Accessing Backed Up Folders on the Web

Once you've created a Mirra web account and have enabled your backed up folders for web access, you can view, download, edit, and upload the files stored in them from any computer connected to the Internet by signing in at www.mirra.com.

5.1 Creating a Mirra Web Account

You must create a Mirra web account at www.mirra.com before you can use the Web Access feature. If you did not create a web account during the software setup process, your **Web Access** screen reflects this in the **Web Account Information** area:

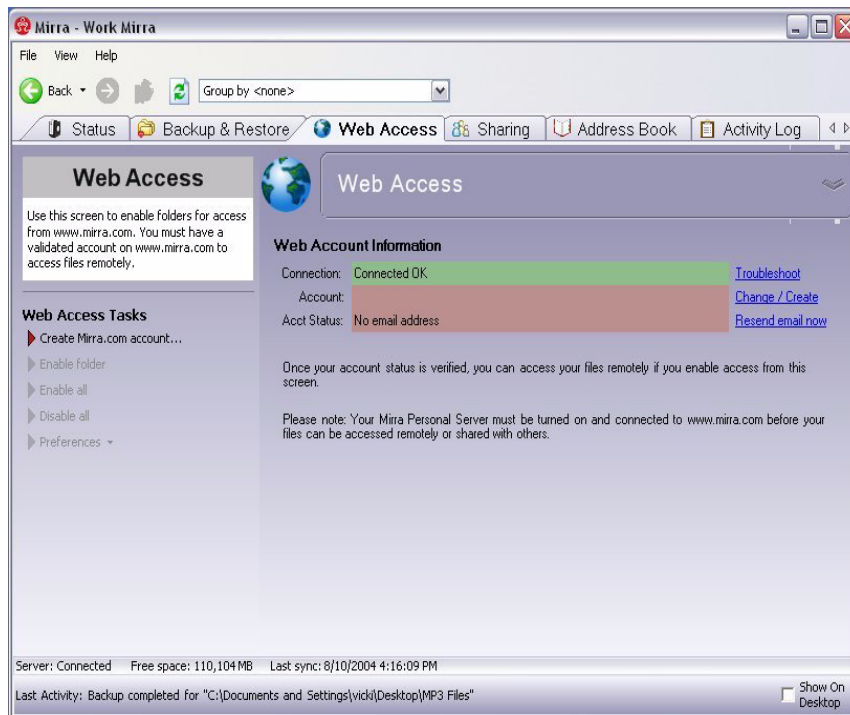


Figure 78 Web Access Screen - No Mirra Web Account

To create a Mirra web account,

- Step 1:** Click the **Web Access** tab.
- Step 2:** Click **Change/Create** next to **Account**.

The **Create a Mirra Web Account** window opens:

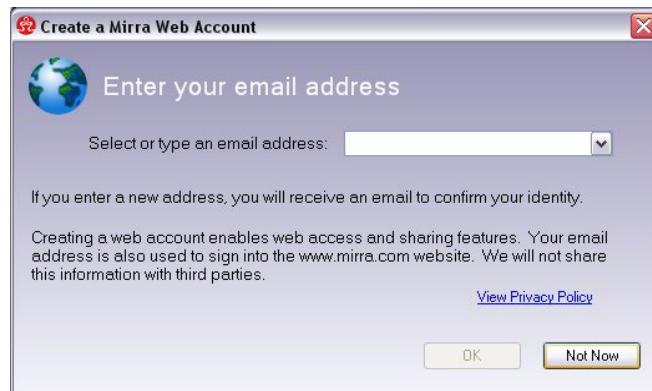


Figure 79 Create a Mirra Web Account

Step 3: Enter your email address and click **OK**.

Step 4: Check your email. Usually after a few minutes, you receive a message from Mirra resembling the message shown in Figure 80 with a link to the Mirra web site:

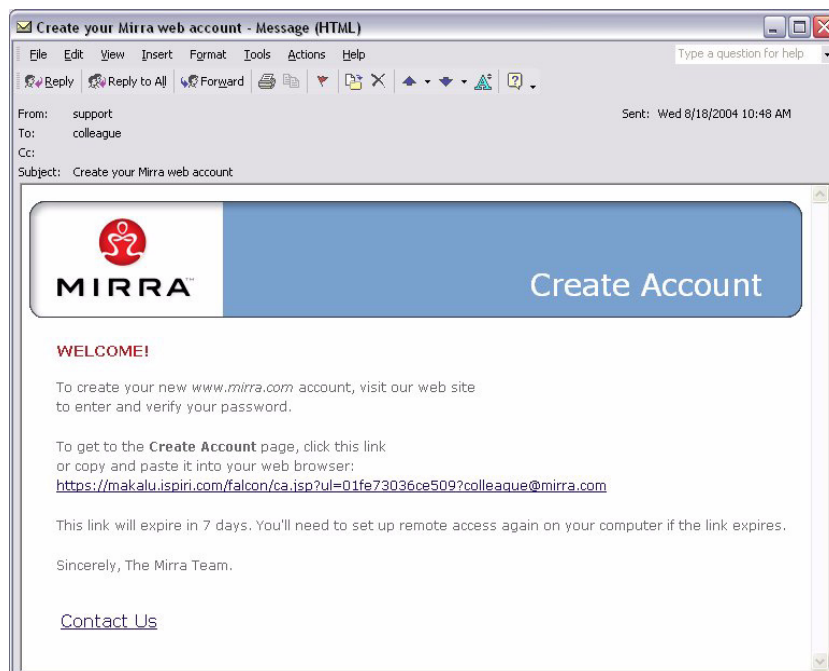


Figure 80 Create Your Mirra Account Email

Note: If you do not receive an email, check your Spam folder to be sure your Mirra email has not mistakenly been identified as spam. If the email is not there, contact Mirra Technical Support at <http://support.mirra.com>.

Step 5: Click the link in your email.

You are taken to the **Create Account** page on the Mirra web site, where your email address is already entered:

MIRRA
“...an excellent insurance policy
against losing precious data”
—Wired

Never lose a file again.

PRODUCT | SOLUTIONS | SUPPORT | ABOUT US | BUY NOW | [SECURE SIGN IN](#)

Create Account

Enter a name and password to create your account.

Email: friend@mirra.com

Name:

New Password:

Re-enter Password:

[Create Account](#)

New to the Mirra web service?
The Mirra web service is free for viewing and downloading shared files from a friend's or business associate's Mirra Personal Server and for remotely accessing files from your own Mirra Personal Server.
[» Learn More](#)

[» How to create a Mirra account](#)

Maintenance on Wednesdays from 5 p.m. to 7 p.m. PST

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Figure 81 Web Site Create Account Page

Step 6: Enter a name and enter and confirm a password of your choosing.

Step 7: Click **Create Account**.

The Mirra **Thank You** page opens:

MIRRA
“...an excellent insurance policy
against losing precious data”
—Wired

Never lose a file again.

PRODUCT | SOLUTIONS | SUPPORT | ABOUT US | BUY NOW | [SECURE SIGN IN](#)

Thank you for setting up a Mirra web account!

With your Mirra web account, you can remotely access your files and easily share files with other people.

To enable remote access, open the Mirra software on your computer, go to the **Web Access** screen, and select the desired folders for web access.

To share with other people, open the Mirra software on your computer and select **New Share...** from the **Sharing** screen.

For a more in-depth tutorial on the Remote Access and Sharing features, [click here](#).

New to the Mirra web service?
The Mirra web service is free for viewing and downloading shared files from a friend's or business associate's Mirra Personal Server and for remotely accessing files from your own Mirra Personal Server.
[» Learn More](#)

[» How to create a Mirra account](#)

Maintenance on Wednesdays from 5 p.m. to 7 p.m. PST

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Figure 82 Mirra Thank You Page

5.2 Enabling Folders for Web Access

When Mirra confirmed your web account, the **Web Access Enabled** window offered you a choice between automatically or manually enabling files for web access:



Figure 83 Web Access Enabled Window

You can use the **Web Access Tasks** menu on the **Web Access** screen to modify this setting and manage the web access status of your folders.

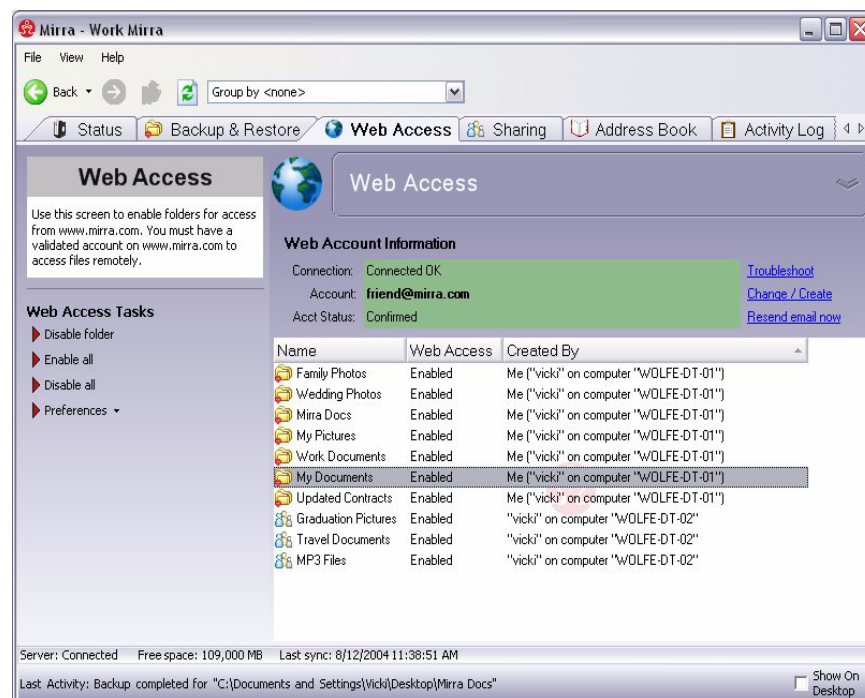


Figure 84 Web Access Screen

5.2.1 Web Access Tasks

— Enabling a Folder for Web Access

To enable a currently disabled folder for web access,

Step 1: On the **Web Access** screen, select the folder to be enabled.

Step 2: On the **Web Access Tasks** menu, select **Enable folder**.

Enabled appears in the **Web Access** column next to the selected folder.

— Disabling a Folder for Web Access

To disable a currently enabled folder for web access,

Step 1: On the **Web Access** screen, select the folder to be disabled.

Step 2: On the **Web Access Tasks** menu, select **Disable folder**.

Disabled appears in the **Web Access** column next to the selected folder.

— Enabling All Folders for Web Access

To enable all folders not currently enabled for web access with one command,

- On the **Web Access Tasks** menu, click **Enable all**.

Enabled appears in the **Web Access** column next to each folder.

— Disabling All Folders for Web Access

To disable all folders that are currently enabled for web access with one command,

- On the **Web Access Tasks** menu, click **Disable all**.

Disabled appears in the **Web Access** column next to each folder.

— Changing Web Access Preferences

Use this toggle to automatically enable or disable folders for web access at the time they're selected for backup.

Step 1: On the **Web Access Tasks** menu, click **Preferences**.

A dropdown menu opens:

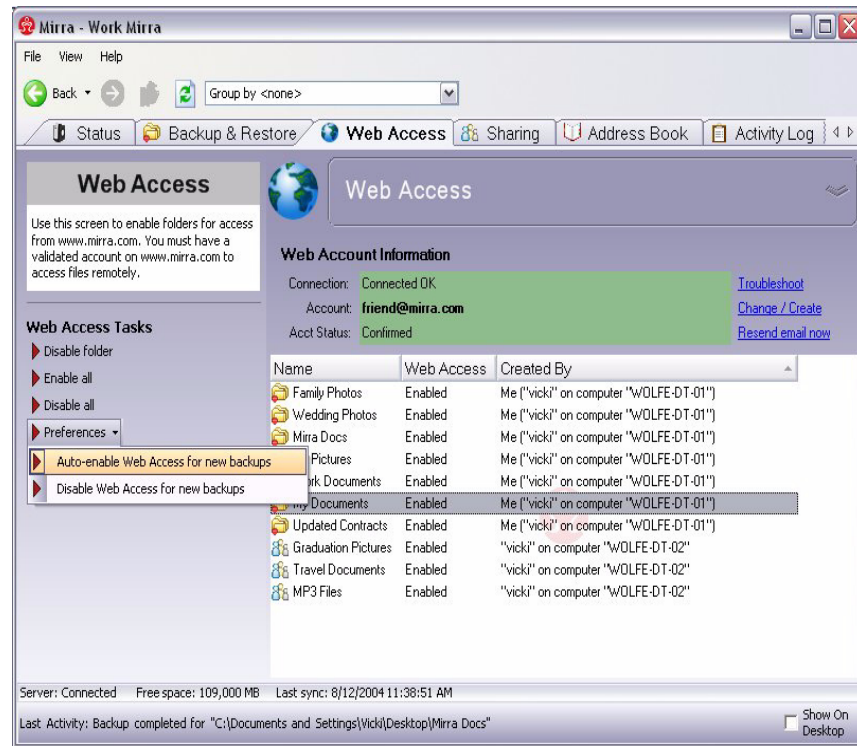


Figure 85 Web Access Preferences Menu

Step 2: Toggle between **Auto-enable Web Access for new backups** and **Disable Web Access for new backups** to select your preference.

5.3 Accessing Files Remotely on the Mirra Web Site

To access a backed up folder from a computer not connected to your local network,

- Step 1:** On the Mirra web site at www.mirra.com, enter the email address and password you used to register with Mirra.

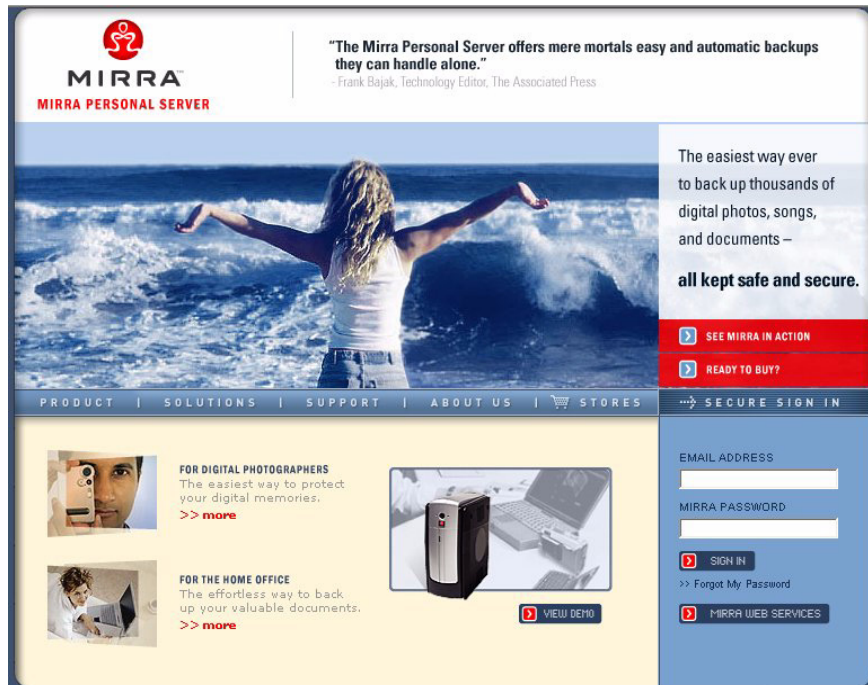


Figure 86 Mirra Web Site Sign In

- Step 2:** Click **Sign In**.

The web site **Backups** page lists the backed up folders on your Mirra that are enabled for web access:



Figure 87 Web Site Backups Page

Step 3: Double-click a folder to display the list of files stored in a it.

The **Connecting** page informs you of the progress as the Mirra web site accesses your Personal Server:

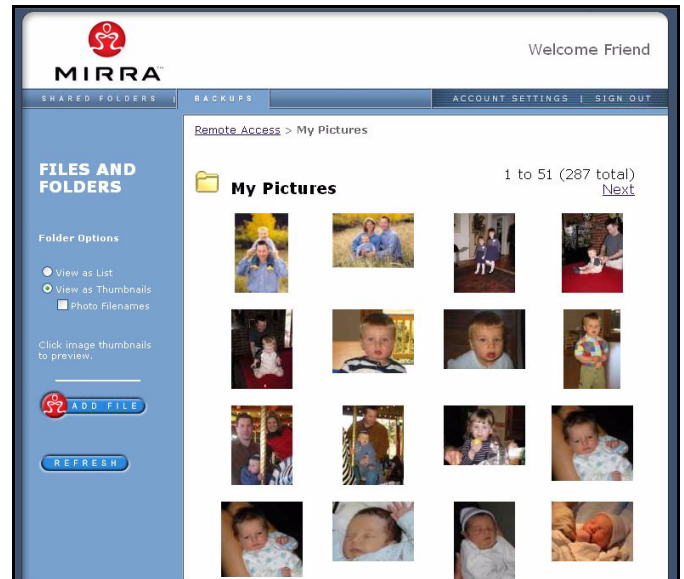


Figure 88 Web Site Connecting Page

When the connection has completed, you see the files stored in the selected folder. You can choose to view the files as a list or, if they're images, as thumbnails:



Figure 89 Web Site Access - List View



Web Site Access - Thumbnail

5.4 Managing Files on the Web

If you are the owner of the files you're working with on the web, you can manage them any way you like. If you're working with files created by others and shared with you, you're limited by the permissions the owners set when they shared the folders containing the files. See **Section 6.2.3, Setting Folder Permissions**, for more information.

Use the Web Access icons to work with files on the web site:



5.4.1 Saving a File

If you have the owner's permission, you can edit a file remotely on the web and then save the changed version on the Personal Server:

Step 1: Click the **Save** icon next to the desired version of the file.



The **Save Changes** page opens:

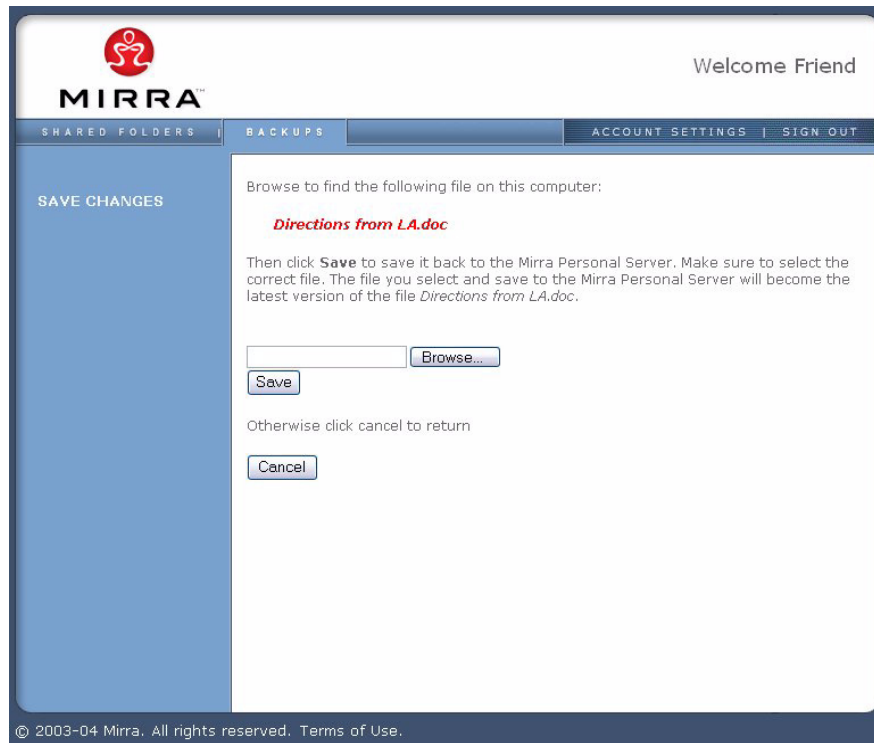


Figure 90 Save Changes Page

Step 2: Click **Browse** to find the file on your computer that you want to upload and save on the Mirra.

Step 3: Click **Save**.

You're returned to the **Backups** page.

5.4.2 Viewing Images

You can open and view images remotely on the Mirra web site. The **View** symbol appears when you are working with images and are viewing them in a list. If you are viewing images as thumbnails, simply click the thumbnail itself for a larger image

To view an image,

Step 1: Click the **View** icon next to the desired picture (or the image itself if you're viewing pictures as thumbnails).



The **Image Preview** window opens:



Figure 91 *Preparing Image Preview*

After a few moments, you see the image:

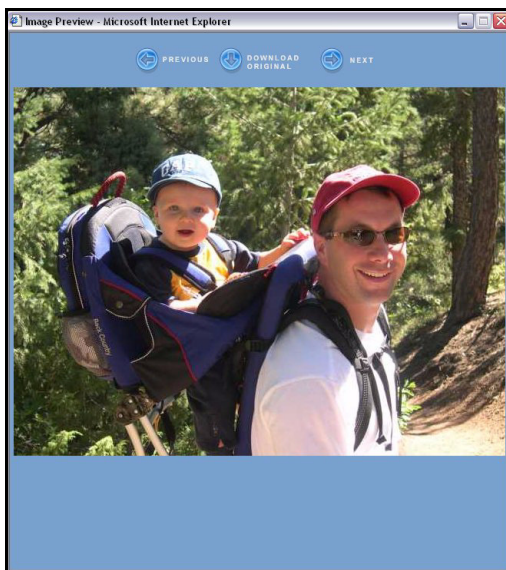


Figure 92 *Image Preview*

Controls above the image allow you to move forward and backward and to download the file:

- If you have permission to download this file, **Previous**, **Download Original**, and **Next** are displayed above the image to allow you to view the previous image, download the original image, or view the next image.

- If you do not have permission to download, only **Previous** and **Next** appear above the image. You can download the thumbnail of the image, but not the original image.

Note: If you view images in a list, use the download icon to download images.

5.4.3 Downloading Files

To download and save files on your local computer,

Step 1: Click the **Download** icon next to the desired version of the file.



The Mirra **Download** window opens, followed quickly by your browser's **File Download** window.

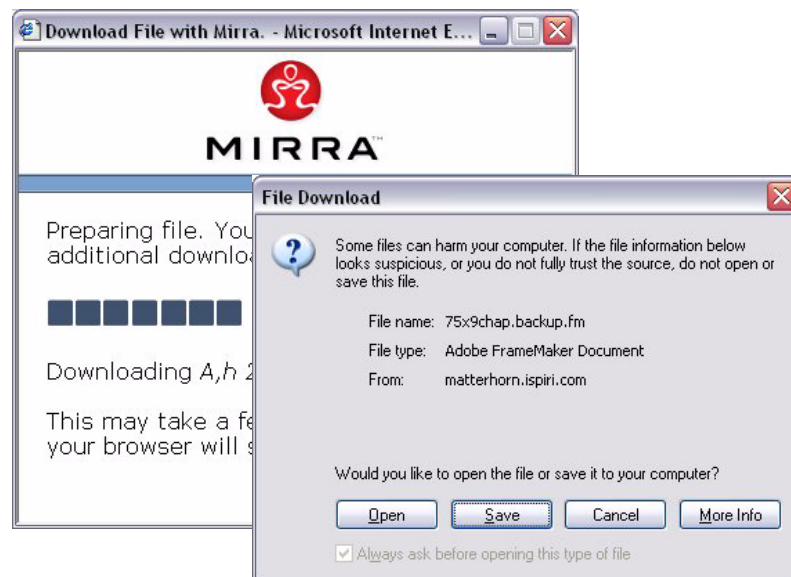


Figure 93 Download Windows

Step 2: Make your selection in the **File Download** window.

The file is downloaded to the specified location on your computer.

5.5 Notes on Accessing Files on the Web

- Files can be accessed on the web even if your computer is turned off as long as your Personal Server is left on.
- Files downloaded to a remote computer now reside on that computer. If you don't want the files to remain on that computer (for example, if you are on a public computer at an Internet cafe), be sure to delete the downloaded files and empty the Recycle Bin before you log off the computer.

- If there is a poor connection, it may take several seconds for the remote computer to connect to your Personal Server.

6. Sharing Folders

Mirra's Sharing feature allows you to share the files and photos stored in backed up folders both on the web via *www.mirra.com* and locally with other computers connected to the same network as your Personal Server. This is accomplished by granting people access to specified folders stored on your Personal Server so that they can view, download, edit, and save changes to the files stored in them.

6.1 Using the **Sharing** Screen

The **Sharing** screen provides detailed information about the folders you selected for sharing:

- Name of the person and the computer that created the shared folder
- Folder Name
- Subfolder Name (if any)
- Synchronized Path if a folder has been synchronized (see *Section 6.4.1, Sharing Tasks*, for detailed information on synchronized folders)

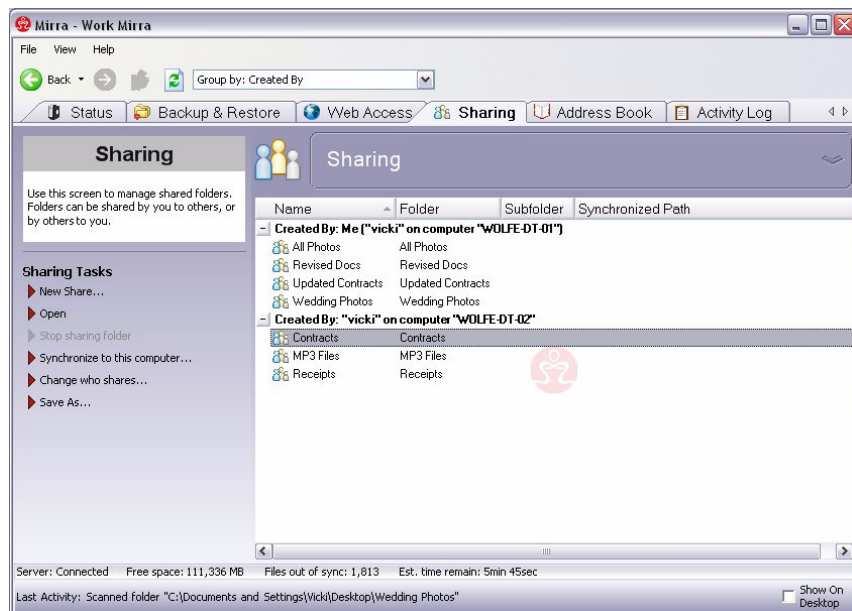


Figure 94 Sharing Screen

You can share the files contained in backed up folders in two ways:

- On the web with family, friends, or colleagues through a free, password-protected account at www.mirra.com.
- Locally with computers connected to the same network that contains your Personal Server.

Once you share a folder, any new files or photos you add to that folder are automatically shared as well.

Note: You can share a folder with up to 50 people at one time. To share with more than 50 people, re-select the folder for sharing and then select up to 50 additional people.

6.2 Setting Up an Address Book for Web Sharing

Since Mirra uses people's email addresses to notify them that you are sharing a folder with them over the web, sharing is easier if you first create a Mirra Address Book.

To create an Address Book,

Step 1: Click the **Address Book** tab.

The **Address Book** screen opens:

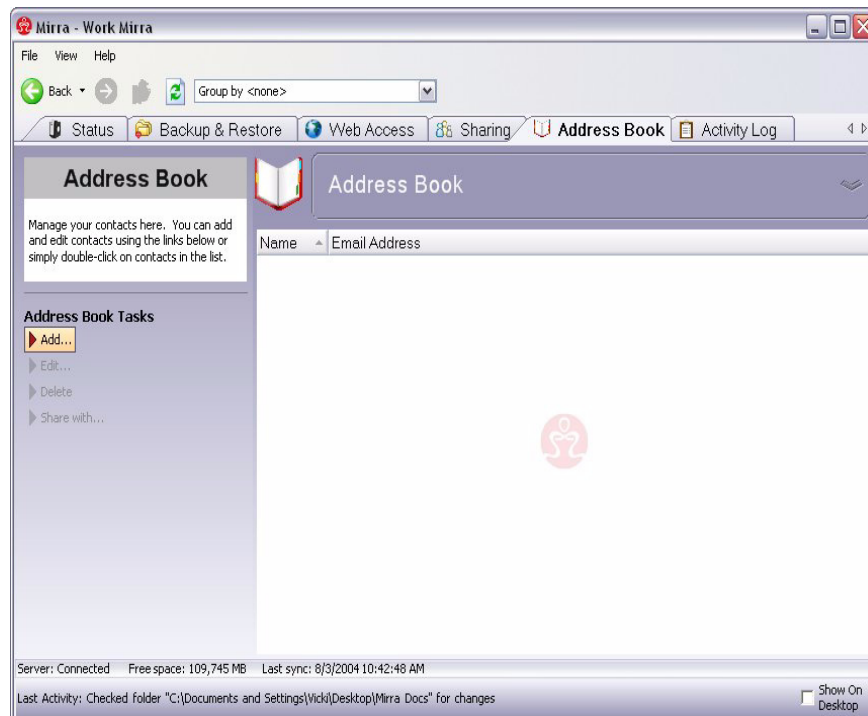


Figure 95 Address Book Screen

Step 2: On the **Address Book Tasks** menu, select **Add**.

The **Address Entry** window opens:

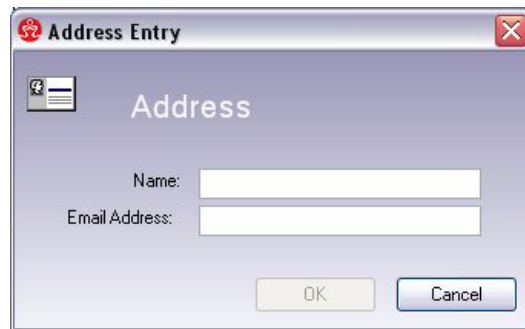


Figure 96 Address Entry

Step 3: Enter a name and email address to add to your address book.

Step 4: Click **OK**.

The name and email address are displayed on the **Address Book** screen:

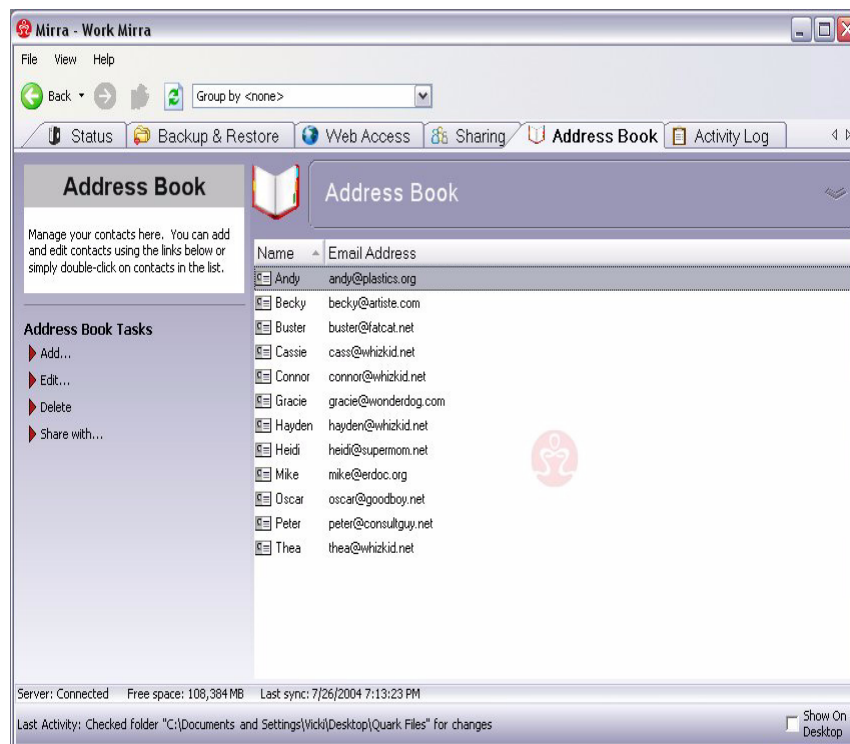


Figure 97 Address Book Screen

6.2.1 Address Book Tasks

— Adding an Address

Step 1: On the **Address Book** screen, click **Add**.

The **Address Entry** window opens:

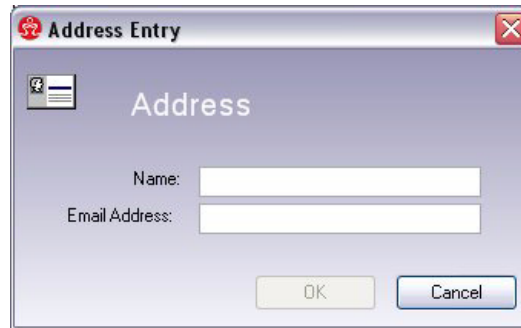
A screenshot of the 'Address Entry' dialog box. The window has a title bar with a red 'X' icon. Inside, there's a header area with a small icon and the word 'Address'. Below this, there are two text input fields: 'Name:' and 'Email Address:'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Figure 98 *Address Entry*

Step 2: Enter a name and email address.

Step 3: Click **OK**.

— Editing an Address

Step 1: On the **Address Book** screen, select the address to be edited.

Step 2: On the **Address Book Tasks** menu, click **Edit** (you can also double-click the address).

The **Address Entry** window for this person opens:

A screenshot of the 'Address Entry' dialog box, similar to the one in Figure 98, but with pre-filled text. The 'Name:' field contains 'Gracie' and the 'Email Address:' field contains 'gracie@wonderdog.com'. The 'OK' and 'Cancel' buttons are at the bottom.

Figure 99 *Edit Address*

Step 3: Make your changes.

Step 4: Click **OK**.

— Deleting an Address

Step 1: On the **Address Book** screen, select the address to be removed.

Step 2: On the **Address Book Tasks** menu, click **Delete**.

The name and address disappear from the **Address Book** screen.

— Sharing a Folder with an Address

Step 1: On the **Address Book** screen, select the address to be shared with.

Step 2: On the **Address Book Tasks** menu, click **Share with**.

The **Share a Folder** window opens.

See *Section 6.3, Using the Share a Folder Window*, for further instructions.

6.3 Using the Share a Folder Window

Each time you select a folder to share, the **Share a Folder** window opens:

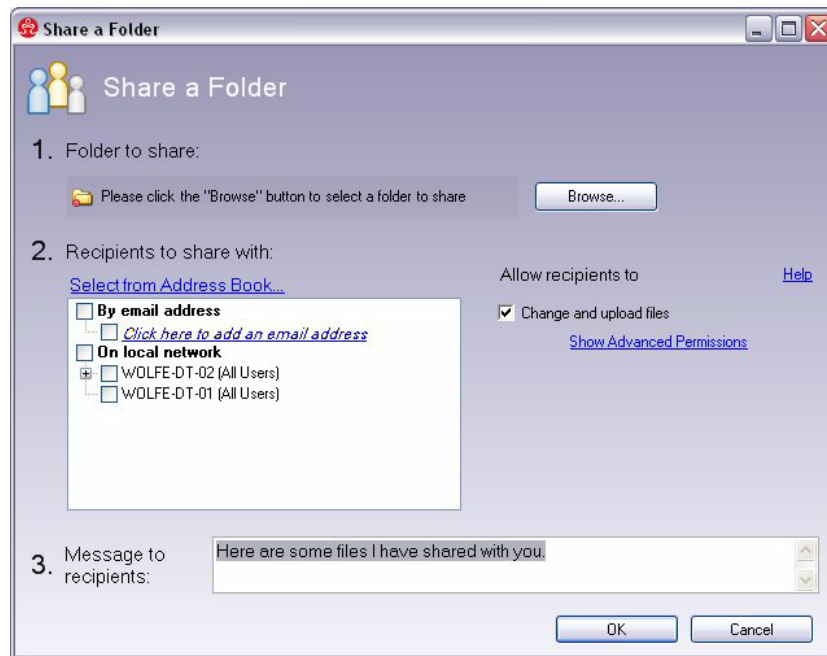


Figure 100 *Share a Folder Window*

The fields in this window allow you to identify the folder to be shared, indicate with whom to share it, delimit how the shared folder may be used, and send an email message to the people with whom you are sharing over the web. An email is not sent to people with whom you share on your local network; instead, they receive alerts on their **Status** screens and in their System Trays.

6.3.1 Opening the **Share a Folder** Window

There are four ways to open the **Share a Folder** window:

1. From the **Address Book** screen.
2. From the **Sharing** screen.
3. From the **Backup and Restore** screen.
4. From your Windows PC Desktop or Windows Explorer.

— From the Address Book Screen

The **Address Book** screen allows you to select people for a web share.

To access the **Share a Folder** window from your address book,

Step 1: Click the **Address Book** tab.

The **Address Book** screen opens:

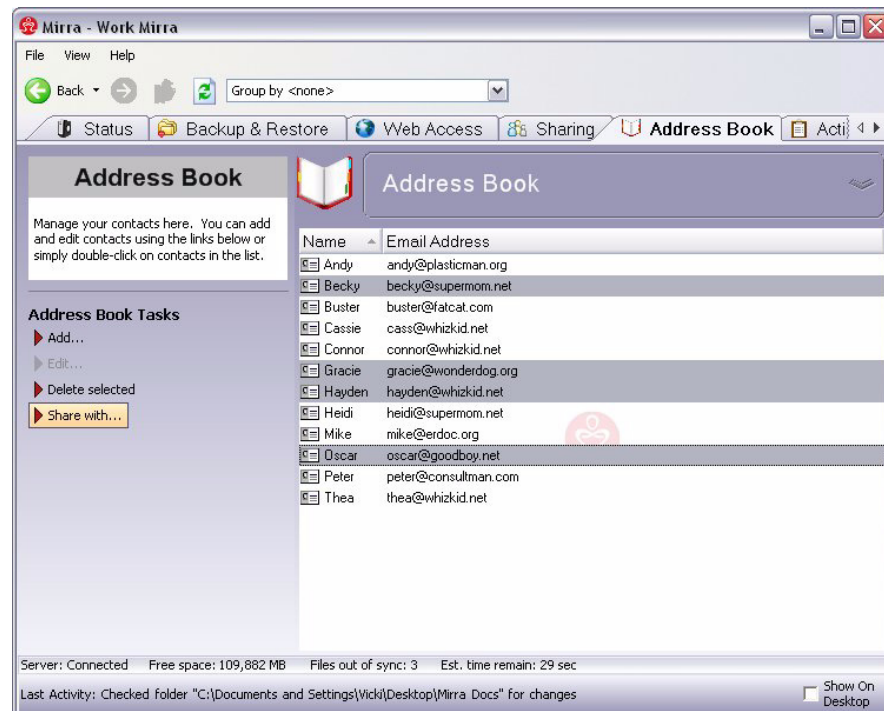


Figure 101 Address Book Screen

Step 2: Select a person with whom to share a folder on the web. To share with more than one person, hold down **Ctrl** and select as many names as you wish.

Step 3: In the **Address Book Tasks** menu, click **Share with**.

The **Share a Folder** window opens with the recipients' email addresses already entered:

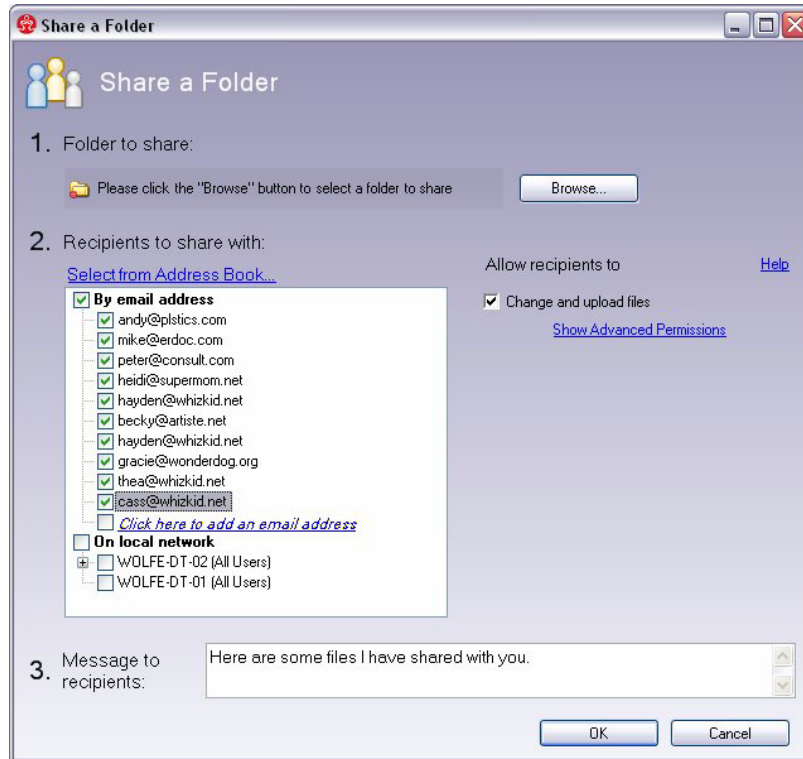


Figure 102 *Share a Folder Window*

— From the **Sharing** Screen

To access the **Share a Folder** window from the **Sharing** screen,

Step 1: Click the **Sharing** tab.

The **Sharing** screen opens:

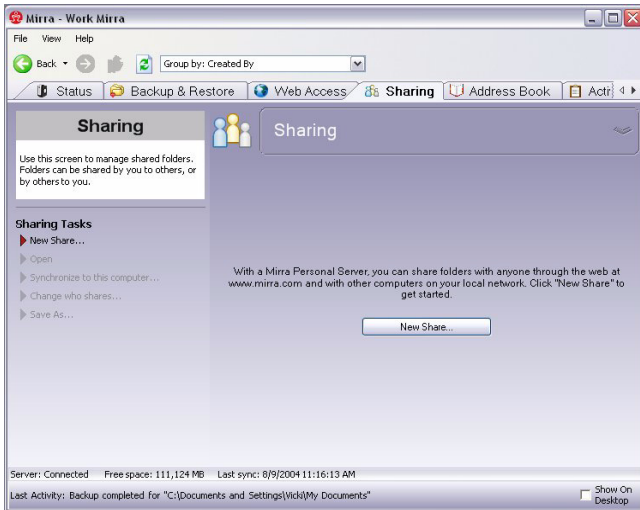
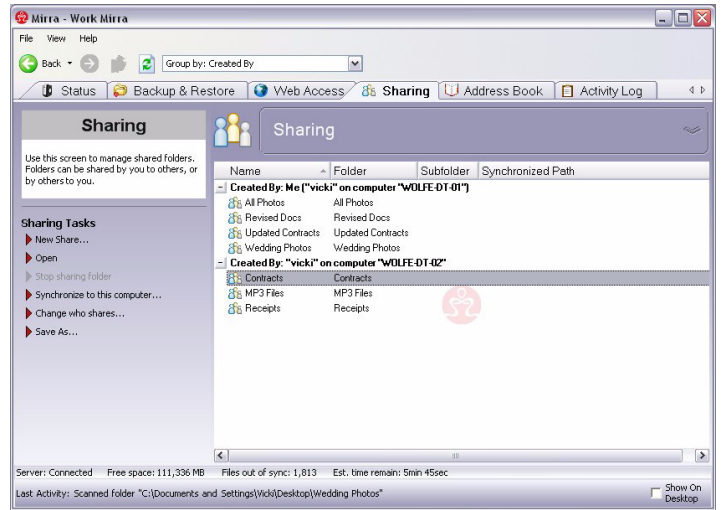


Figure 103 Sharing Screen - No Shares



Sharing Screen - Populated

If you have not yet shared any folders, the **Sharing** screen is empty. If you have previously shared folders or have had folders shared with you, they're listed here.

Step 2: On the **Sharing Tasks** menu, click **New Share**.

The **Share a Folder** window opens:

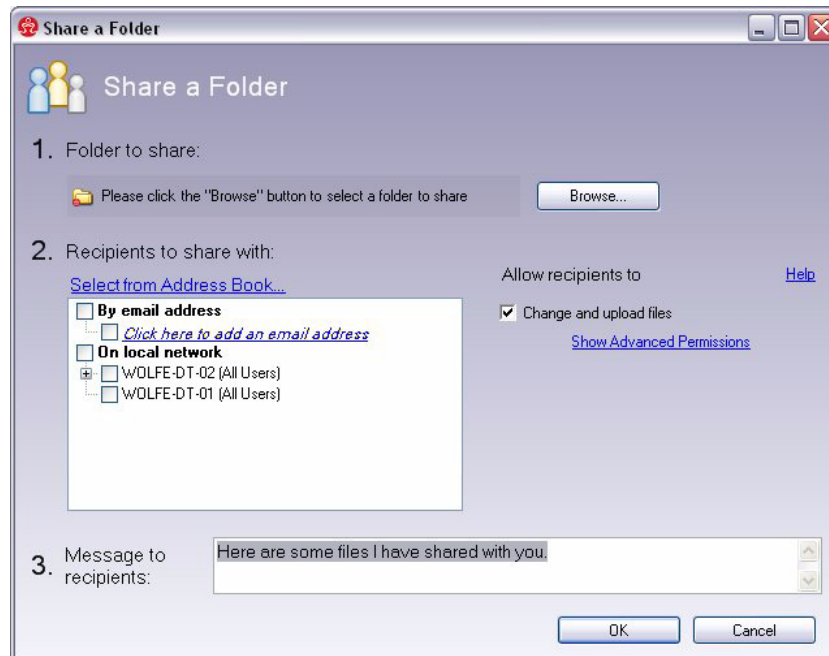


Figure 104 Share a Folder Window

— From the **Backup and Restore** Screen

To access the **Share a Folder** window from the **Backup and Restore** screen,

Step 1: Click the **Backup & Restore** tab.

The **Backup & Restore** screen opens:

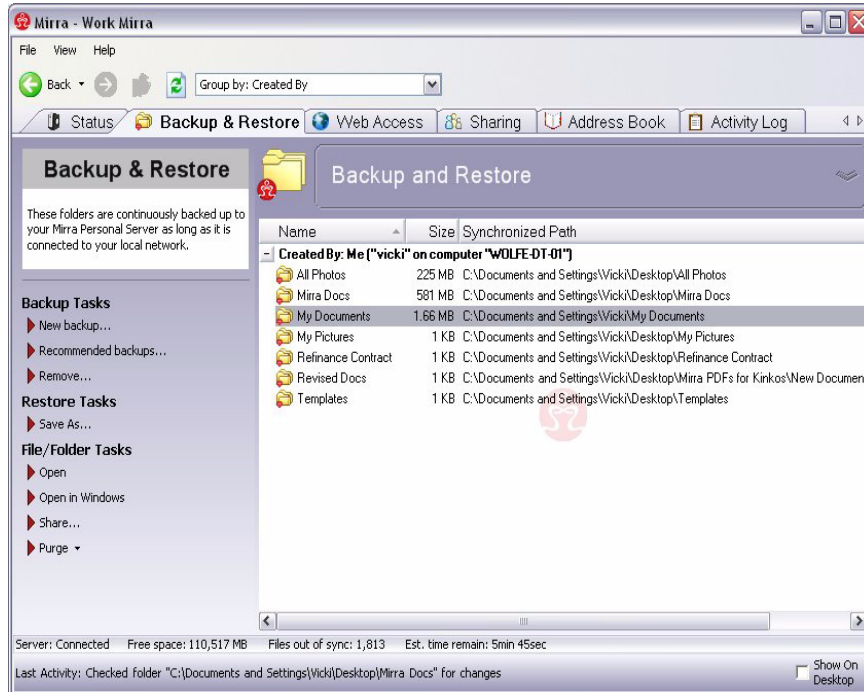


Figure 105 Backup and Restore Screen

Step 2: Select a backed up folder to share.

Step 3: On the **File/Folder Tasks** menu, click **Share**.

The **Share a Folder** window opens with the name of the folder to share already entered:

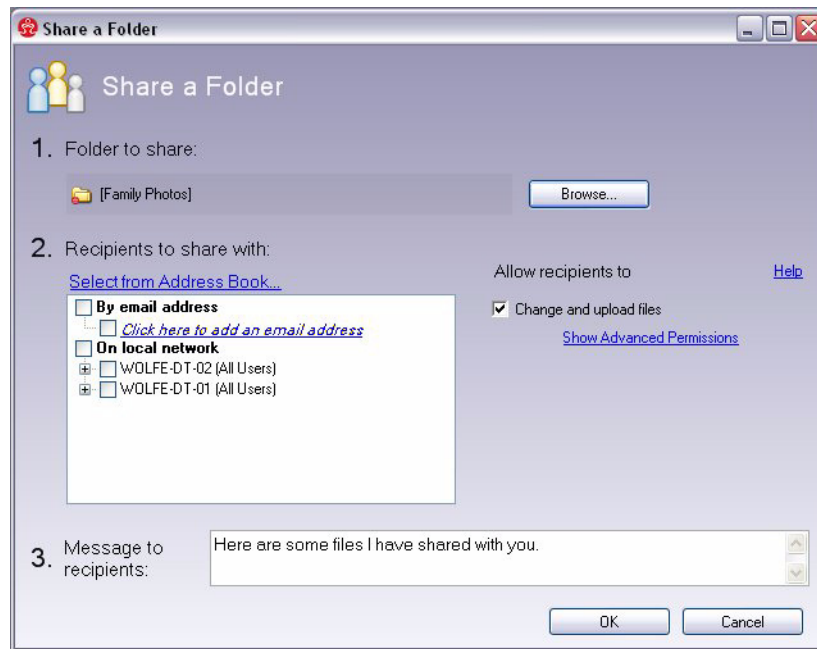


Figure 106 *Share a Folder Window*

— From your Windows PC Desktop or Windows Explorer

To access the **Share a Folder** window from your Windows desktop or Windows Explorer,

Step 1: Right-click on a backed up folder.

The Windows dropdown menu opens:

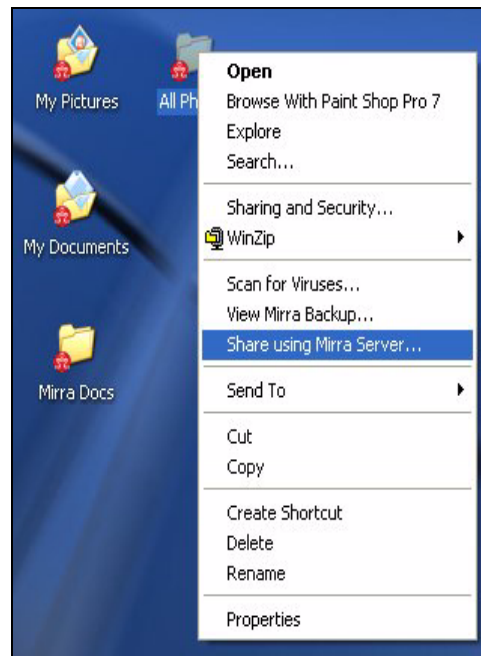


Figure 107 Windows Dropdown Menu

Step 2: From the dropdown menu, select **Share using Mirra Server**.

***Note:** If the folder has not been backed up, **Share using Mirra Server** does not appear on the menu. You can use the **Add to Mirra Backups** menu option to select the folder for backup. Once you've completed the backup process, you can right-click on the folder again and share it. See **Section 4.1.3, Selecting Folders for Backup on your Windows Desktop**.*

The **Share a Folder** window opens with the name of the folder to share already entered:

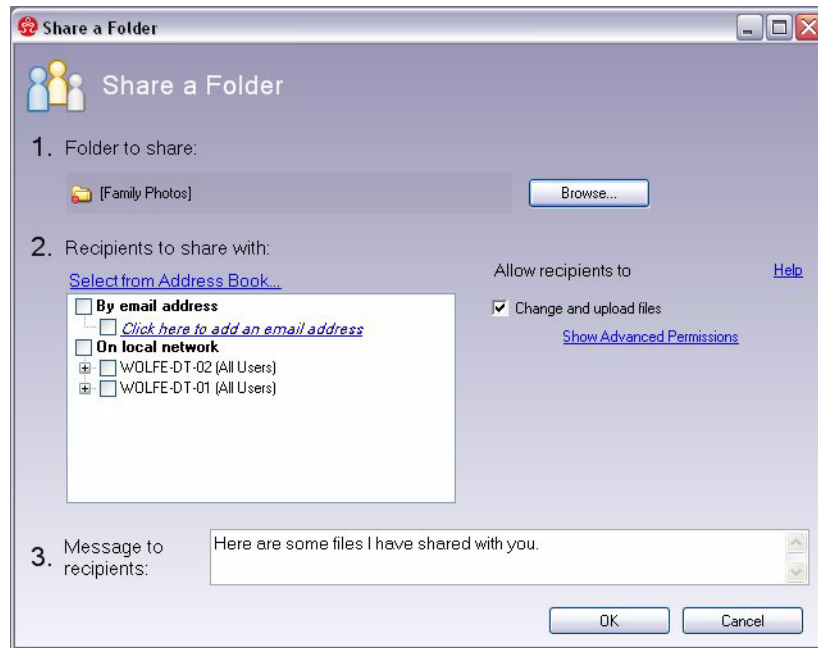


Figure 108 *Share a Folder Window*

6.3.2 Selecting a Folder to Share

If you've opened the **Share a Folder** window from the **Backup and Restore** screen or by right-clicking on the folder on your computer, the name of the folder to be shared is already displayed in the **Folder to share** field.

If you've opened the window from any other Mirra screen, you must browse to the folder and select it.

To select a folder to be shared,

Step 1: Click **Browse** next to **Folder to share**:



Figure 109 *Folder to Share*

The **Browse for Folder** window opens:

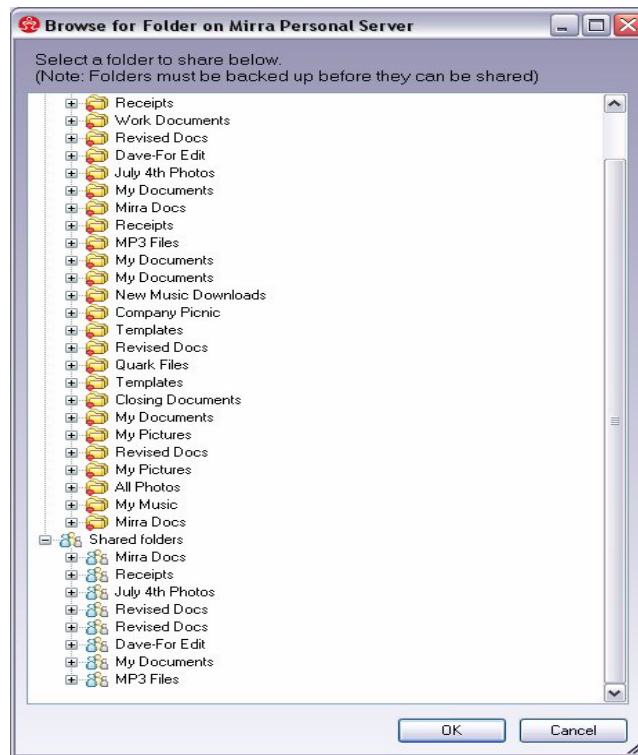


Figure 110 Browse for Folder Window

Listed are all the folders backed up on your Personal Server as well as folders you are already sharing.

Step 2: Select the folder to be shared and click **OK**.

The name of the selected folder appears in the **Folder to share** field.

6.3.3 Selecting Recipients to Share With

Sharing Folders Remotely by Email Address. You can share a folder remotely through a free Mirra web account at www.mirra.com. The people with whom you share are notified by email and are provided with a link to the Mirra web site, where they can quickly set up a free account that allows them to access your folder.

Sharing Folders on your Local Network. When you share a folder with others on your local network, they can access the folder on your Personal Server and download the files stored in it to their local computers.

If you have opened the **Share a Folder** window from the **Address Book** screen, the email addresses of remote recipients are already displayed in the **By email address** field.

If you've opened the window from any other Mirra screen, you must enter remote recipients' email addresses.

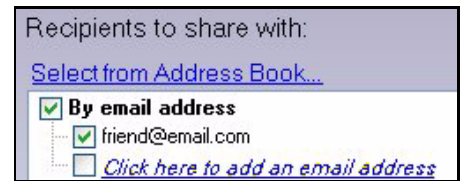
Local recipients can be selected only from within this window. The **Share a Folder** window displays all the computers on the same network as your Personal Server and lists the users on each computer.

Step 1: To select recipients to share with on the web,

- Click **Select from Address Book** to enter recipients from your address book.

OR

- Select *<click here to enter an email address>* and type an email address; repeat until you've added all the addresses you wish.



After you've completed your settings in the **Share a Folder** window and have clicked **OK**, a notice confirming a share by email address is displayed:



Figure 111 Confirmation of Folder Shared by Email Address

Step 2: To select local recipients,

- Identify local recipients from the list displayed beneath **On local network**.
 - To share with all users on a computer, select the computer.
 - To share with specific users on a computer, display the list of users and select those with whom you wish to share.



After you've completed your settings in the **Share a Folder** window and have clicked **OK**, a notice confirming a share on your local network is displayed:



Figure 112 Confirmation of Folder Shared on Local Network

6.3.4 Setting Folder Permissions

Use the **Allow recipients to** area of the **Share a Folder** window to set the permissions attached to the folder you are sharing. When the window opens, only the default permission, **Change and upload files**, is displayed.

Step 1: Click **Show Advanced Permissions** to display all the permissions:

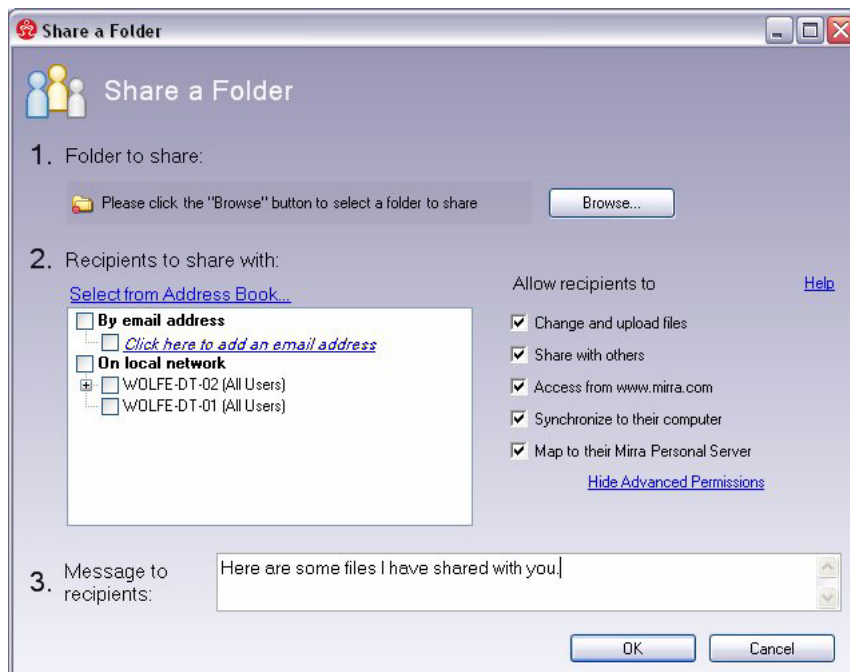


Figure 113 Share a Folder Window with Advanced Permissions

By default, all permissions are selected.

Step 2: De-select any permissions you do not want to grant to recipients of this shared folder.

- **Change and upload files.** Recipients may edit the files: in the shared folder and upload the changed versions back to the Personal Server from which they were shared.
- **Share with others.** Recipients may in turn share the contents of this folder with others.
- **Access from www.mirra.com.** Recipients may access the contents of this folder remotely at the Mirra web site.
- **Synchronize to their computers.** Recipients may link to this folder on their computers.



See *Section 6.4.1, Sharing Tasks*, for additional information about linking folders.

6.3.5 Notifying Web Share Recipients

You can change the default message in the email that Mirra sends to recipients with whom you are sharing your folder over the web. (Since local users do not receive a share notification email, you need not enter a message to recipients if you are sharing locally.)

The people with whom you're sharing a folder over the web receive an email resembling the one shown in Figure 114 that contains your message and a link to the Mirra web site:

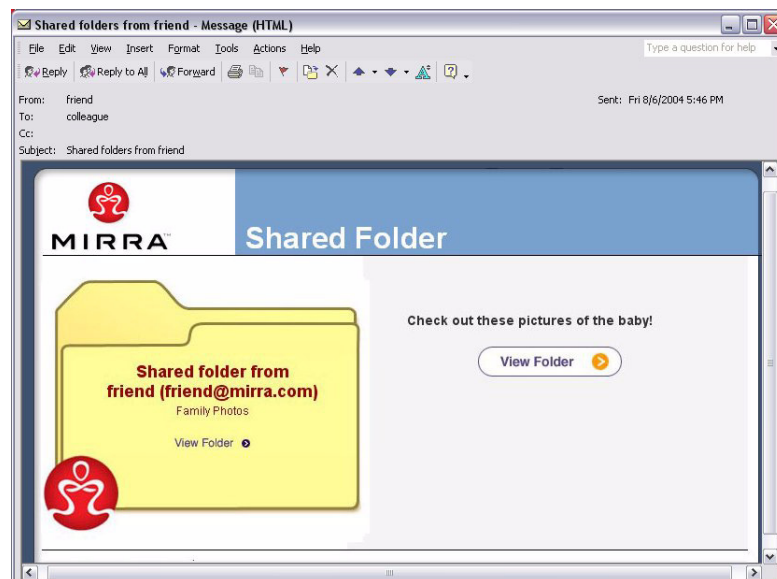


Figure 114 Share a Folder Email

On your desktop, an alert on the **Status** screen and a popup message in the System Tray both confirm that your folder has been shared.

6.4 Managing Shared Folders

You use the **Sharing Tasks** menu to manage your shared folders.

6.4.1 Sharing Tasks

— Sharing a Folder

To share a folder,

Step 1: On the **Sharing Tasks** menu, click **New Share**.

The **Share a Folder** window opens.

Step 2: Select the folder to be shared, the recipients, and the folder permissions.

Step 3: Click **OK**.

See *Section 6.3, Using the Share a Folder Window*, for detailed instructions.

— Opening a Shared Folder

To access a file stored in a shared folder,

Step 1: On the **Sharing** screen, select a shared folder.

Step 2: On the **Sharing Tasks** menu, click **Open** (you can also double-click on the folder).

The files stored in the folder are listed.

Step 3: Manage those files as you would any backed up file.

— Stopping a Share

To stop sharing a folder completely,

Step 1: On the **Sharing** screen, select the desired folder.

Step 2: On the **Shared Folders Tasks** menu, click **Stop sharing folder**.

The **Stop Sharing** confirmation window opens:



Figure 115 Stop Sharing Confirmation

Step 3: Click **Yes**.

Step 4: The folder is removed from the list on the **Sharing** screen and can no longer be accessed by anyone with whom you previously shared it.

— Synchronizing Folders

The Synchronize feature is an advanced feature that allows you and others on your local network each to keep a synchronized copy of the same backed up folder on your own computers. Synchronizing a folder establishes a link between the copy of the folder on your computer and the copy on the Personal Server. If others have also established links to this folder on the Personal Server, all copies are kept synchronized through the Personal Server. This allows people on the same local network to work on the same folder, each on his or her own computer.

For example, suppose that Computers 1, 2, and 3 are all synchronized to the same folder on a Personal Server. Changes made on Computer 1 to a file in that folder are automatically reflected in the copy of that file on the Personal Server and then, in turn, in the copy on Computers 2 and 3.

Caution: *It is important to remember that once you have synchronized a folder with others, your treatment of the copy of the folder on your computer has ramifications on the copies residing on the others' computers. If you delete the folder, change its name, or place it within another folder, it disappears from the others' computers. However, you can restore a deleted, renamed, or moved folder to any computer using Mirra's Restore or Undelete features.*

To synchronize a shared folder,

Step 1: On the **Sharing** screen, select the folder.

Step 2: On the **Sharing Tasks** menu, select **Synchronize to this computer**.

A **Synchronize to this Computer** window explains what happens when you synchronize a folder to your computer:

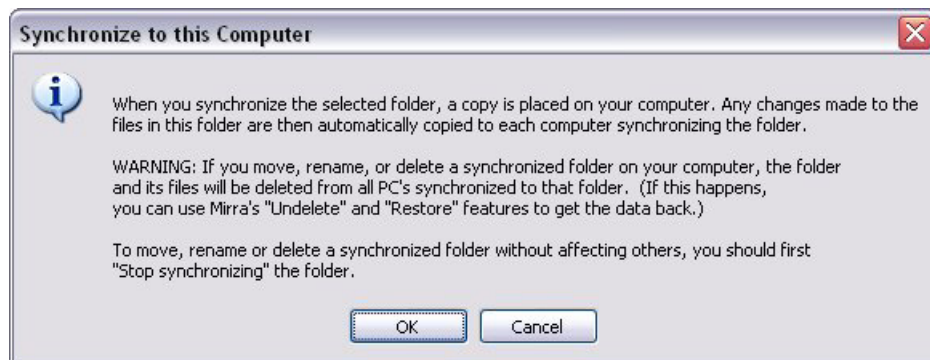


Figure 116 *Synchronize to this Computer*

Step 3: Click **OK**.

The **Browse for Location** window opens:

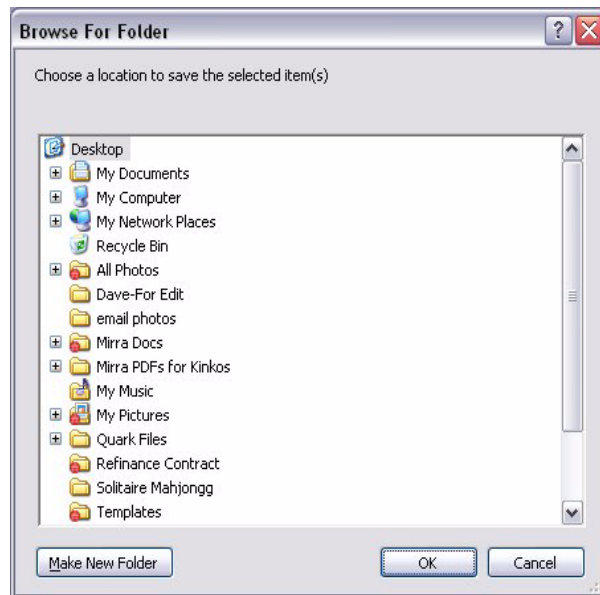


Figure 117 Browse for Location

Step 4: Select the location on your computer at which you want to place the synchronized folder.

Step 5: Click **OK**.

The folder appears at the selected location on your computer.

— Stopping Synchronization

If you no longer want the changes you make to your copy of a folder to be reflected in the copy backed up on the Personal Server, you must stop the synchronization to break the link between the folder on your computer and the folder on the Personal Server.

If you created the folder, then when you stop synchronizing, you are also removing that folder from your backup. However, other people who have synchronized to the folder can continue to access it on their computers. If all the people who have synchronized to a folder subsequently stop synchronizing, the folder then disappears from the Personal Server.

***Note:** If you want to back up a folder after stopping synchronization, you must select it again for backup.*

To stop the synchronization,

Step 1: On the **Sharing** screen, select the folder.

Step 2: On the **Sharing Tasks** menu, select **Stop synchronization**.

The folder on your computer is no longer linked to the copy stored on the Personal Server and is no longer backed up. However, the copy on your computer still exists and is accessible to you unless you choose to delete it from your computer.

— Changing Folder Shares

To add or remove people from the list of Share recipients or change the permissions you assigned to a folder,

Step 1: On the **Sharing Tasks** menu, click **Change who shares**.

The **Share a Folder** window opens:

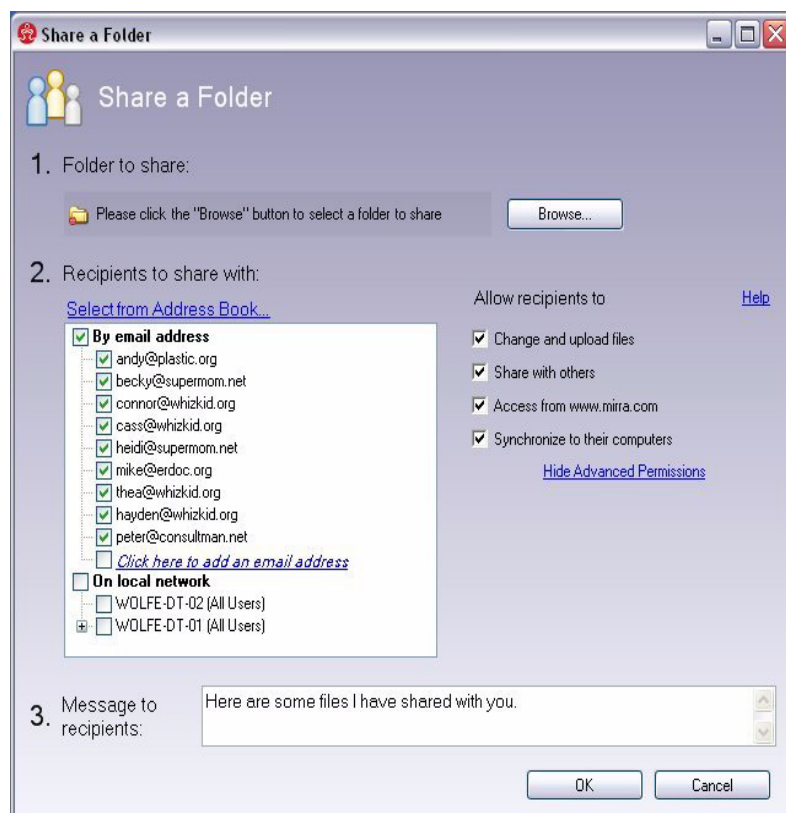


Figure 118 *Share a Folder Screen*

Displayed are the people with whom this folder is being shared and the permissions you have set for this folder.

Step 2: To **remove** a name from the list of recipients to share with, click the box preceding the name to deselect it.

A popup window confirms the removal of this recipient:



Figure 119 Remove Recipient Confirmation

Step 3: To *add* a name to the list of recipients to share with, add the name from your Address Book, enter it in the field beneath **By email address**, or select it from the list beneath **On local network**.

(See *Section 6.2.2, Selecting Recipients to Share With*, for complete instructions.)

Step 4: If you've added a recipient, you can edit the **Message to recipients**.

People added to your Recipients list (and *only* those people) receive a Share notification email. If you have removed people from your Share list, they can no longer access the folder.

Step 5: Make the desired edits to the list of permissions beneath **Allow recipients to**.

Step 6: Click **OK**.

— Saving a Folder

You can save a folder in a new location so that you have multiple versions on your PC. This allows you to alter a folder's contents while keeping an original version intact elsewhere on your computer.

To save a folder at a new location,

Step 1: On the **Sharing** screen, select the folder to be saved.

Step 2: On the **Sharing Tasks** menu, click **Save As**.

The **Browse for Location** window opens:

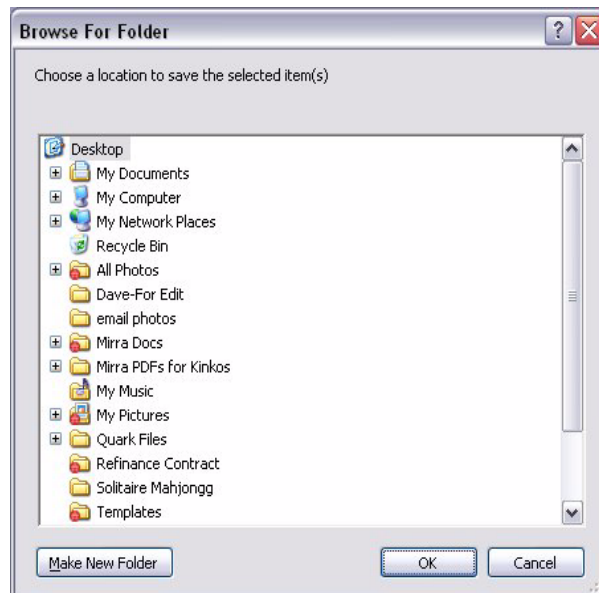


Figure 120 Browse for Location Window

Step 3: Select the location at which you want this folder saved.

Step 4: Click **OK**.

The folder is saved at the selected location and now appears in both its original and its new locations.

***Note:** The new copy of a folder is not automatically backed up unless you have saved it in another folder already selected for backup. Once you've saved a folder, you must select the saved version for backup as described in **Section 4.1, Selecting Folders for Backup**.*

6.4.2 Restore Tasks

— Restoring a Folder to Your Computer

To restore a folder from another computer on your network to your computer,

Step 1: On the **Backup and Restore** screen, select the folder to be restored.

Step 2: On the **Restore Tasks** menu, click **Restore to this computer**.

The **Browse for Location** window opens.

Step 3: Select the location at which you want to restore the folder.

Step 4: Click **OK**.

— Saving a File

You can save a file at a new location so that you have multiple versions on your PC. You can also rename the file. This allows you to alter a file while keeping the original version intact elsewhere on your computer. You can also save a previous version of a file to a new location on your PC; see *Section 4.4.3, Version Tasks*.

To save a file at a new location,

Step 1: On the **Sharing** screen, select the folder containing the file to be saved.

Step 2: In the **Sharing Tasks** menu, click **Open** (you can also double-click on the folder).

You see a list of the files contained in the folder.

Step 3: Select the file to be copied.

Step 4: On the **Restore Tasks** menu, click **Save As**.

The **Save File As** window opens:



Figure 121 Save File As Window

Step 5: Rename the file to be saved if you wish and select the location at which you want it saved.

Step 6: Click **Save**.

The file is saved at the selected location and now appears in both its original and its new locations.

***Note:** The new copy of a file is not automatically backed up unless you have saved it in a folder already selected for backup. Once you've saved a file, you must select the saved version for backup as described in *Section 4.1, Selecting Folders for Backup*.*

6.4.3 File/Folder Tasks

— Opening a Sub-Folder

To open a sub-folder and access the sub-folders and files stored in it,

Step 1: On the **Sharing** screen, select the folder to be opened.

Step 2: On the **Sharing Tasks** menu, click **Open** (you can also double click on the folder).

A list of the sub-folders and files contained in the folders is displayed.

Step 3: Select the sub-folder to be opened and click **Open** on the **File/Folder Tasks** menu (you can also double click on the folder).

Continue to work your way down through the sub-folders until the desired file is displayed.

— Opening a Sub-folder in Windows

Copies of a backed up folder reside on both your computer and your Personal Server. If you have the Mirra software open on your computer, you can use it to open the folder on your desktop so you can work on the files stored in it in their original applications (i.e. a *Word* document opens in *Microsoft Word™*). This is the same as double-clicking on a folder on your Windows desktop.

To open a folder on your computer through the Mirra software,

Step 1: On the **Sharing** screen, select the folder to be opened in Windows.

Step 2: On the **File/Folder Tasks** menu, click **Open in Windows**

You see the contents of the folder in Microsoft Windows:

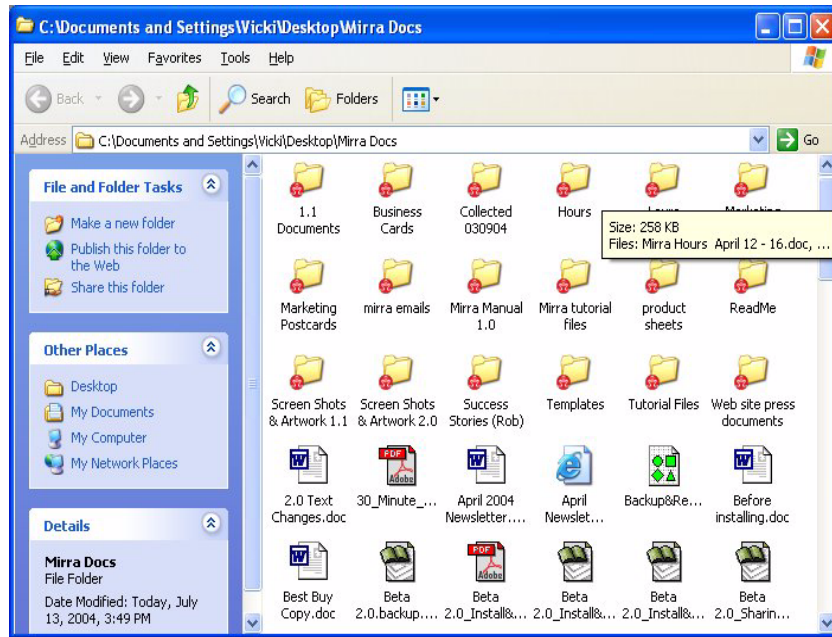


Figure 122 Backed Up Folder Opened in Windows

— Opening a File in Windows

Copies of backed up files reside on both your computer and your Personal Server. If you have the Mirra software open on your computer, you can use it to open a file on your desktop so you can work on it in its original application (i.e. a *Word* document opens in *Microsoft Word™*).

To open a file on your computer through the Mirra software and work on it in its original application,

Step 1: On the **Sharing** screen, double-click on the folder containing the file.

Step 2: Select the file.

Step 3: On the **File/Folder Tasks** menu, click **Open in Windows**.

The file opens in the application in which you created it (i.e. an *Excel* file opens in *Excel*).

— Sharing a Folder

To share a backed up folder,

Step 1: On the **Sharing** screen, select the folder.

Step 2: On the **File/Folder Tasks** menu, click **Share**.

The **Share a Folder** window opens.

See *Section 6.3, Using the Share a Folder Window*, for further directions.

— Viewing Previous Versions of a File

Mirra tracks any changes you make to the files in a backed up folder and saves the eight most recently backed up versions of each file.

To see previous versions of a file,

Step 1: On the **Sharing** screen, double-click on the folder that contains the file.

Step 2: Select the desired file.

Step 3: On the **File/Folder Tasks** menu, click **View version history** (you can also double-click on the file).

You see the eight most recent versions of this file.

— Purging Files and Folders

Purging Deleted Files from a Folder. Use the Purge feature to permanently erase deleted files and free up space on your Personal Server. You can purge all deleted files from a folder at one time or you can purge them individually.

To purge all deleted files from a folder at one time,

Step 1: On the **Sharing** screen, select the folder to be purged.

Step 2: On the **File/Folder Tasks** menu, click **Purge deleted files from folder**.

All previously deleted files are permanently removed from the folder and can no longer be restored.

To purge a specific deleted file,

Step 1: On the **Sharing** screen, double-click on the folder containing the deleted file.

You see a list of the files contained in the folder.

Step 2: Select the deleted file to be purged.

Step 3: On the **File/Folder Tasks** menu, click **Purge deleted file**.

The deleted file is permanently removed from the folder and can no longer be restored.

Purging Old Versions of a File from a Folder. Use the Purge feature to permanently erase previous versions of current files. You can purge all previous versions of a file from a folder at one time or you can purge them individually.

To purge all previous versions of all the files in a folder at one time,

Step 1: On the **Sharing** screen, select the folder to be purged.

Step 2: On the **File/Folder Tasks** menu, click **Purge old file versions from folder**.

All previous versions of all the files in this folder are permanently removed from the folder; only the most recent version of each file remains.

To purge all previous versions of a specific file from a folder,

Step 1: On the **Sharing** screen, double-click on the folder containing the file.

You see a list of the files contained in the folder.

Step 2: Select the file for which you want to purge old versions.

Step 3: On the **File/Folder Tasks** menu, click **Purge old versions of file**.

All previous versions of this file are permanently removed from the folder; only the most recent version remains.

6.4.4 Version Tasks

— Saving a Selected Version of a File

To save a version of a file under a different name or at a new location on your computer,

Step 1: On the **Sharing** screen, select the file to be saved.

Step 2: On the **File/Folder Tasks** menu, click **View version history** (you can also double-click on the file).

You see the version history for this file:

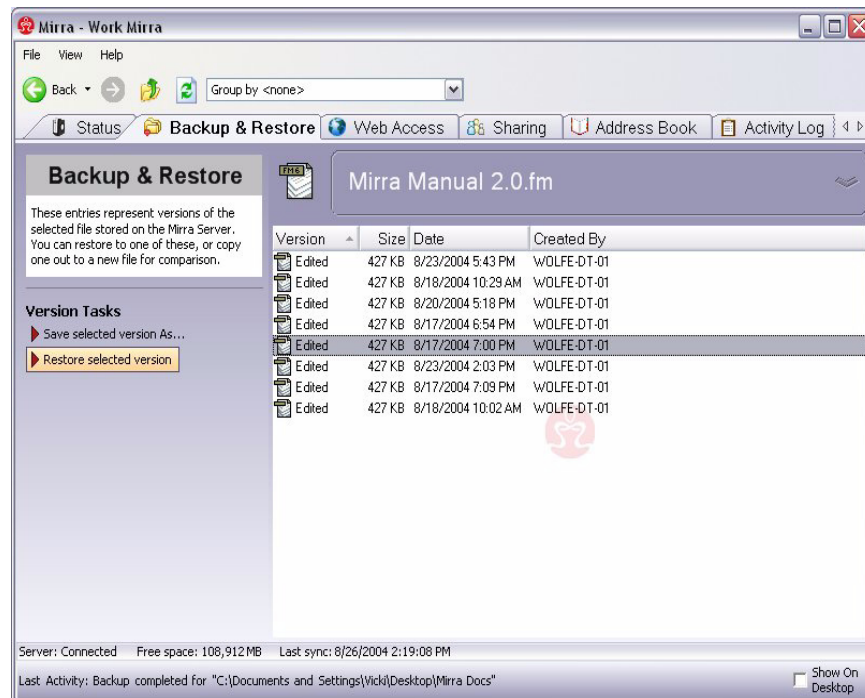


Figure 123 Version Tasks Screen

Step 3: Select the version of the file you want to save.

Step 4: On the **Version Tasks** menu, click **Save selected version as**.

The **Save selected files as** window opens.

Step 5: Rename the file if you wish and select the location at which you want it saved.

Step 6: Click **Save**.

The file is saved at the selected location and now appears in both its original and its new locations.

— Restoring a Selected Version of a File

Since Mirra stores the eight most recently backed up versions of each file, you can restore an earlier version to your computer.

Note: Before you can restore a deleted version of a file, you must undelete it. See **Section 4.4.2, Restore Tasks**, for additional information.

To restore a version of a file on your computer,

Step 1: On the **Sharing** screen, select the file to be restored.

Step 2: On the **File/Folder Tasks** menu, click **View version history** (you can also double-click on the file).

Step 3: On the **Version Tasks** menu, click **Restore selected version**.

The selected version of the file is restored to its original location on your computer.

6.5 Notes on Sharing Folders

- You can share entire folders or you can share sub-folders.
- Once you share a folder, any new photos and files you add to it are automatically shared. Even if you turn off your PC and take it off the network, your Personal Server continues to share those photos and files over your broadband connection.

7. Reading the Activity Log

The Activity Log tracks activity as it occurs on your Personal Server and displays the 100 most recent actions performed by the Personal Server as you work. These actions relate to the features provided by Mirra:

- The addition or removal of files from backup, sharing, or web access
- Changes to backed up or shared files and folders
- Mirra file syncs
- Mirra file scans
- File uploads and downloads
- Folder restores
- Undeletes

Actions documented in the Activity Log are reflected in the Status Bar.

To view your Activity Log,

- Click the **Activity Log** tab.

The **Activity Log** opens:

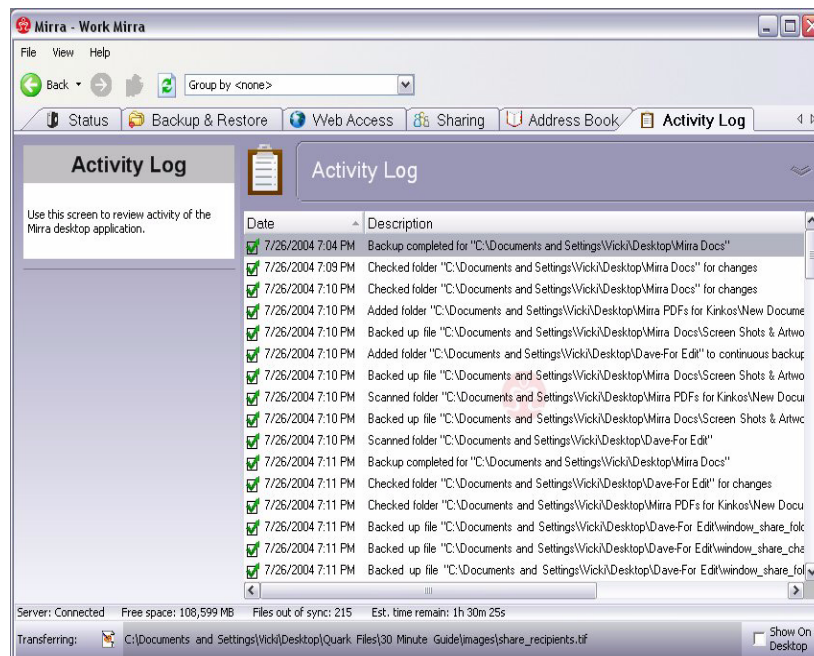


Figure 124 Activity Log

Listed are the 100 most recent events logged by Mirra, with the activity, status, file path, date, and time of each event.

8. Managing Your Personal Server

8.1 Checking Backup Status of all Computers

To review the status of all computers connected to your Personal Server,

Step 1: Sign in at the Mirra web site at www.mirra.com.

Step 2: Click **Details**>.

The **Mirra Details** page displays the current status of all computers backed up to your Personal Server:



Figure 125 *Mirra Details Page*

8.2 Turning Off your Personal Server

Since your Personal Server continuously backs up your computer and conserves power automatically, you should leave it turned on all the time. However, if you need to move your Personal Server, you must first shut it down:

Step 1: To turn off your Mirra Personal Server, press the power button on the front panel quickly once and release it. **DO NOT HOLD DOWN THE POWER BUTTON.**

The amber status light to the left of the power button blinks while your Personal Server is shutting down. This takes approximately 30 to 60 seconds. When both LED lights have turned off, it's safe to proceed.

Step 2: Remove the cables from the rear of the Personal Server.

You must wait until your Personal Server is completely shut down before disconnecting power. If you disconnect power while it is running or while it is in the process of shutting down, your backed up files can become corrupted. Wait until both lights beside the power button are off before disconnecting power.

If you hold down the power button for longer than four seconds or pull out the power plug before you shut down the Personal Server, the next time you launch the Mirra software, you see a popup warning in the System Tray:

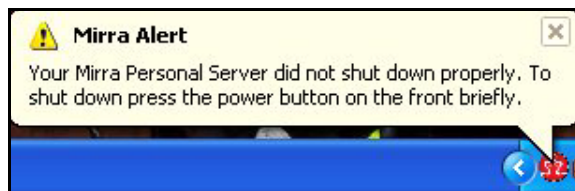


Figure 126 *Improper Shutdown Warning*

8.3 Returning to Factory Defaults

To erase the contents of your Personal Server and restore all settings to the factory defaults, press the power button in the following sequence while the Personal Server is up and running:

- Step 1:** Press the power button exactly three times to begin the sequence.
Wait until your Personal Server beeps three times.
- Step 2:** Again press the power button exactly three times.
- Step 3:** Wait until the amber light shines steadily and a startup tone sounds.

If at any time during this sequence you make a mistake, simply wait two minutes and then begin again.

8.4 Changing a Mirra Account

To change the web account associated with your Personal Server,

- Step 1:** In the **Web Account Information** area of the **Web Access** screen, click **Change/Create** next to **Account**.

The **Create a Mirra Web Account** window opens.

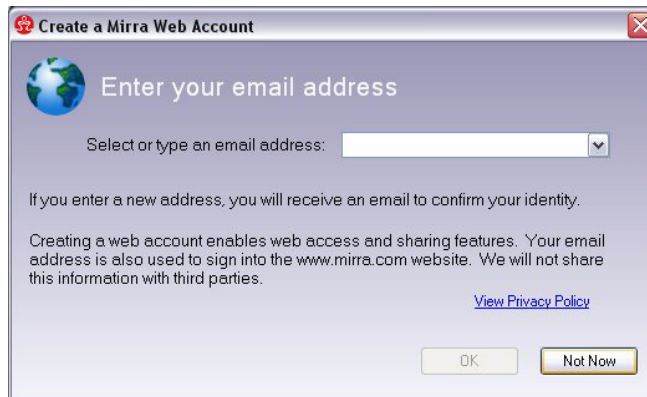


Figure 127 Create a Mirra Web Account Window

Step 2: Enter the email address of the new account and click **OK**.

Shortly you will receive a confirmation email and an opportunity to verify or create your password for the new account.

8.5 Troubleshooting

If you encounter problems while setting up or using your Personal Server, read through this Manual for possible solutions. In addition, check the Mirra web site for help at <http://support.mirra.com>.

8.6 Technical Support

Please be sure to read our Frequently Asked Questions and On-line Help at <http://support.mirra.com> before contacting Mirra Technical Support.

8.6.1 Telephone Support

Telephone support is available free of charge for the initial setup of your newly purchased Personal Server. Call **1-866-MIRRA4U (1-866-647-7248)** between 6:00 a.m. and 7:00 p.m. PST.

Before contacting Technical Support, be sure to have the serial number of your Mirra Personal Server and your license key ready.

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